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Department of State

TELEGRAM

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AIDAC

SUBJ: PROP APPROVAL, PROJECT 520-11-790-176.1
PUBLIC ADMINISTRATION (NATIONAL)

REF: FY 1973 PROGRAM SUBMISSION AND TECHNICAL ASSISTANCE
TRANSITION REVIEW

FOR: HERMAN MYERS, LA/OPNS

1. PER REFERENCES USAID HAS DECIDED TO PHASE OUT THE
PROJECT IN FY 72, REDUCING PROPOSED FUNDING TO DOLS 66,000.
SEE FY 73 PROGRAM SUBMISSION FOR REVISED PURPOSE, STATUS, AND
72 STRATEGY. FUNDS WILL BE USED AS FOLLOWS: RESIDUAL
COST OF REASSIGNED U. S. TECHNICIAN, DOLS 8,000; LOCAL SECRETARY
DOLS 3,000; PARTICIPANTS, DOLS 7,000; GRANT TO INAD FOR CONTRACTING
OF LOCAL PROFESSORS AND CONSULTANTS, DOLS 47,000. EXPECT FINAL
PROAG OBLIGATION BEFORE DECEMBER 31, 1971.

2. IN VIEW ABOVE, REQUEST AID/W WAIVE REQUIREMENTS FOR
SUBMISSION REVISED PROP, BASING FY 72 FUNDING APPROVAL ON
INFORMATION SUPPLIED THIS CABLE AND REFERENCES.
DAVIS

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ISP

PUBLIC ADMINISTRATION AND DEVELOPMENT
(Formerly PUBLIC ADMINISTRATION AND DEVELOPMENT)

A.I.D.
Reference Center
Room 1656-NS
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A. Activity Target

The major objective of this activity is to improve the public service through better governmental institutions both at the national and local level.

B. Background

This activity is an outgrowth and modification of the activity briefly described in "Local Government Development Planning". In FY 68 it will be continued and modified. One of them, Customs Modernization, will be terminated December 31, 1967. Another, Census and Statistics Administration, is changing its primary focus from assistance to the completion of national censuses, to improvement in preparation and utilization of statistical data. The Fiscal Administration sub-activity will continue to emphasize assistance to tax reform efforts, particularly in the field of real property tax administration. It will also include limited assistance to continuing budget and auditing improvement activities.

Greater emphasis will be placed upon a coordinated approach under the leadership of the Local Government, Government Leadership program and Urban Planning, to help create a favorable environment for the USAID's efforts in rural development. More active "grass-roots" participation in the accomplishment of economic, social, and political development, in accordance with the philosophy of Title IX. It is proposed that this participation be accomplished through (1) supporting the Instituto Nacional para Administración del Desarrollo (INAD) in promotion of regional seminars for inspiring and developing greater interest in active government collaboration in municipal government improvement; (2) support to the Instituto de Fomento Municipal (IFOM) in encouraging expansion of its small project local efforts for provision of financial assistance to local communities. It will be capability to respond to requests for technical assistance to municipalities. Responsibility assigned upon it by law; (3) support of pilot community development planning projects sponsored by the Rural and Urban Planning Department of the Directorate General of Public Works; (4) support to the National Geographic Institute in expanding its land use planning and mapping efforts for rural development; and (5) assistance to the Ministry of Finance

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and to the National Geographic Institute under the Property Tax Development Loan project to help, inter alia, in provision of means to impose a local property tax to produce revenue for improving local services.

I. Customs Modernization

A. Sub-Activity Target

The primary objective of this sub-activity is modernization of the GOC Customs Service so that it can more effectively collect revenue. This involves three principal fields of action:

1. Development of improved, practicable procedures to facilitate the movement of carriers, cargo, mail, and passengers subject to customs control.
2. Improvement of the physical plant by acquisition of equipment and construction of buildings primarily through the Customs Modernization Loan; and
3. Development of measures designed to facilitate the meshing of GOC Customs activities within the framework of the CACM Regional Customs concept.

B. Course of Action

This sub-activity is scheduled for termination December 31, 1967. Until then the Customs Advisor will continue to provide technical advice and assistance to the GOC Customs Service, particularly in the implementation of the Customs Modernization Loan. After that date, such further technical assistance as may be requested will be furnished to the extent possible by the ROCAP Regional Customs Advisory Group. As a final phase of this sub-activity, four more GOC Customs officials will be sent to the U.S. for training during FY 68.

C. Progress to Date

This sub-activity began in the first quarter of FY 63 with the arrival of the present Customs Advisor. Based on his study, recommendations were made to strengthen the organization of the Directorate General and its capacity to supervise and control the activities of subordinate offices throughout the Republic, install a personnel management system, make budget estimates and control expenditures,

install and maintain improved organization and methods; concurrently, to gain the passage of a decree designed to simplify Customs procedures. Procedural improvements were also recommended, some of a complicated nature and others as simple as providing a trained scale-man with test weights and sending him about the country to test and correct the weighing equipment of the several customs houses.

Possibly the greatest single improvement in customs operations in Guatemala has been the development, drafting and printing of a Customs Classification and Value Guide. This was done by an experienced former U.S. Customs Appraiser. As classification determines the rate of duty to be paid, and value the basis of ad valorem duty, the importance of this first organized approach to the subject is obvious.

During FY 67, a beginning was made on implementation of the Customs Modernization Loan (520-L-009) for \$700,000 in a \$1,100,000 project. After a very slow and frustrating start, completed plans for one building now exist, subject to minor changes. Plans for another are 90% complete, a consulting engineer has been appointed, bids for \$40,000 worth of needed equipment have been received and selected, and a second list for an estimated \$100,000 of purchases is ready to be put out for bid. The GCG has already expended for new building construction, renovation of existing structures, completion of unfinished structures and purchase of equipment, some Q335,000 - over 3/4 of its commitment. *at/16*
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During the total period of this project, 36 participant trainees, including the Director and Sub-Director, have been sent to the U.S.

II. Fiscal Administration

A. Sub-Activity Target

The goal of this sub-activity is to assist the Guatemalan Government to establish cohesive, continuing and competent institutions in the areas of accounting, program budgeting, and tax administration as well as to improve its financial management and stimulate the collection of adequate revenues to finance GCG needs.

B. Course of Action

In the Tax Administration area, USAID/G's tax advisors have for several years been advocating the formation of a centralized tax office which would embrace all the operations of the discrete

units now in existence. Although generally favored, consolidation has yet to take place. The advisors will continue to recommend that the separate offices take consistent positions in their enforcement efforts thus aiming at an eventual consolidation. The advisors will also continue to backstop continuing efforts to: (1) develop revised procedures in the processing of all tax returns to the end that traditional, but unnecessary, operations be eliminated; (2) induce taxpayer voluntary compliance by increased enforcement in the audit of returns filed; (3) step up collection of delinquent accounts through the increased use of overdue notices followed by referral of cases to the courts if payment is not tendered by the delinquent taxpayer; (4) expand development of technical manuals and technical information releases as well as local and foreign training of tax administrators and technicians; (5) increase use of all news media as a means of reminding taxpayers of their fiscal responsibilities and promoting voluntary compliance.

Appraisal of properties will be accelerated with the aid of funds obtained from the property tax loan which has recently been approved. The already introduced use of mass appraisal techniques backed up by AID participant training of assessors in the new methods, has resulted in a significant increase of property appraisals; it is planned to continue the use of this technique in the greatly expanded program which will be made possible by the AID loan. The revenue-producing units will collaborate with the National Geographic Institute in developing systems for property identification, determination of ownership, registry of title transfers, etc.

In the budget and accounting areas, assistance to the government in FY 68 will seek to strengthen these essential processes of financial management. Budget and accounting reform in Guatemala have received much attention in recent years with the introduction of a program budget, though greater coordination between planning and budgeting agencies is still needed. Through the provision of short-term consulting services and training grants in FY 68 it is proposed to consolidate gains achieved in these fields and to continue to press for a closer integration of the budgeting, accounting, and planning processes. No further direct assistance is proposed for FY 69.

C. Progress to Date

In collaboration with other international agency advisors, USAID's tax advisors have persuaded the administrators of the COG Income Tax Office to initiate a program of examination of tax returns files during the past three years under the provisions of

Decree Law 229. In a period of two months, the program has already produced deficiency recommendations totalling Q606,000. The advisors assisted in the reorganization of the Audit Division into Administrative, Examination and Review units. As a result of their advice, a Classification and Selection of Returns for Audit program was installed so that the audit force will examine only those returns with tax deficiency potential, and new simplified audit report forms were developed. AID advisors also were instrumental in the conduct of a Taxpayer Compliance project in the central area of the capital which indicated an approximate 50% delinquency rate in filing income tax returns. Acting on the advisor's recommendations, tax auditors conducted an inspection of Customs and National Police records to develop leads to possible unreported incomes.

During FY 67, the tax advisors actively participated in three separate training courses which were given to local and department auditors in the areas of Income Tax Law, Regulations and Audit Techniques. Four local tax administrators and technicians attended three AID/IRS training courses in the U.S., in Tax Administration and Supervision.

A one-year tax reform law, applicable during 1967, was passed by the Congress which increased rates in the income, property, sales and air transportation taxes. A special tax commission was named to study the COG tax system and to recommend changes believed necessary to meet the government's fiscal needs, but almost certainly as the result of strong opposition completion of the study has been postponed to June 30, 1968.

During FY 67 in the budget and accounting area, a group of five senior Ministry of Finance officers was sent to the U.S. to study budgeting, planning and financial management and three Ministry officers were sent to Puerto Rico to study accounting systems. These training programs are follow up activities to advisory services which USAID has provided in these fields in previous years.

III. Local Government

A. Sub-Activity Target

The long-range objectives of this activity of municipal development are to:

1. Strengthen democratic local government.
2. Improve municipal administrative manpower.

3. Increase municipal revenues.
4. Broaden and strengthen municipal services.
5. Decentralize authority and activities to the municipal level.

B. Course of Action

During FY 68 assistance will be continued and expanded to the Association of Municipalities, the Municipal Development Bank (INFOM), the Public Works Directorate of the Ministry of Communications and Public Works, the National Geographic Institute, the Institute for Development Administration (INAD), the Public Administration Development Center (CDAP), and various municipalities in their efforts to improve municipal administration and services. Training for two groups of 15 municipal secretaries in the U.S. or third countries is programmed as well as training of selected municipal officials in the Loyola-Landivar rural leadership programs. A group of leaders in the municipal reform effort will be sent to Venezuela for a short visit to observe municipal development in that country. Four regional seminars are programmed on various municipal development themes. The CDAP correspondence training activity for municipal officials will be expanded to include the administration of municipal services. INFOM will be assisted in undertaking needed municipal public works in the Zacapa area through a FY 67 grant of \$25,000 under the Rural Development activity. The urban planning, technical assistance, and model municipal systems programs of INFOM will also be aided. The Public Works Directorate's urban development activities, particularly in the Escuintla area, will be assisted. The re-activated Association of Municipalities will also be encouraged to assume a leadership role in the municipal reform movement through modest commodity aid and technical advice. It is hoped that a vigorous Association of Municipalities will develop with a full-time secretariat and a range of services to the municipalities including a regular municipal newsletter, a legal and technical consulting service, and a regular series of regional and national meetings of municipal officials. Municipal tax reform will be promoted through the Association of Municipalities, through the property tax mapping and assessment loan, and through various training activities. Attitude formation on decentralization and local self-government will be pursued throughout all of these activities.

In FY 69 Mission emphasis in municipal development will be on strengthening INAD, CDAP, and INFOM's capacity to carry on their respective research, training, and technical assistance activities and similarly aiding the Municipal Association in encouraging municipal tax reform, particularly through the property tax mapping and assessment loan, and encouraging support of urban improvement activities by all interested agencies. During FY 69 it is proposed to

continued support for CDAP and INAD's in-country municipal training activities. Limited commodity and technical assistance will be continued to the Association of Municipalities, IIFOM, and selected municipalities in the establishment of model administrative systems to serve as demonstration centers. These installations will demonstrate modern filing, accounting, and record systems.

C. Progress to Date

This sub-activity began in FY 67 with the assignment of an advisor to work in the area of municipal administration. Municipalities throughout the country have been visited to become acquainted with municipal officials and their development problems. Under the sponsorship of INAD, a seminar was held at Panajachel in November 1966 for officials from 14 major municipalities to discuss municipal development. From this meeting has come the concept "Partners for Development", joining the municipalities and national government agencies in a common effort to improve the conditions under which people live and work throughout the country. As a follow-up step, INAD with some AID assistance is helping the Association of Municipalities to organize its first national assembly of municipalities to be held in several years. This meeting, taking place in July 1967, was expected to stimulate further interest in municipal reform and development.

Fourteen key municipal secretaries participated in a four-week training program in New Mexico in May 1967 and it is expected that they will take a leadership role in the Municipal Assembly and future activities of the Municipal Association. Nearly 600 municipal officials are participating in the correspondence training on municipal administration being carried on by CDAP. Collaboration with the Public Works Directorate continues with urban development studies under way in Antigua, Amaticlan, Escuintla, and Santa Lucia Cotzumalguapa.

IV. Urban and Area Planning

A. Sub-Activity Target

The principal objectives of this sub-activity are:

1. To strengthen and stimulate the institutional capacities in basic data-gathering requisite for planning decisions.
2. To improve the planning process by assisting in the analysis of urban and area development programs.

3. To foster cooperation and coordination among agencies engaged in urban and area planning.
4. To encourage and assist local civic groups to initiate programs of local improvements.
5. To assist in the initiation and implementation of the mapping activities for the property tax development program.

B. Course of Action

During FY 68 assistance will be continued to the Department of Urban and Regional Planning of the Ministry of Public Works and to the National Geographic Institute. First, technical assistance will be given to the community and regional planning programs of the cooperating agencies by on-the-job instruction, participant training, and commodity support. Much of the assistance will be done by the active participation of AID contractors within the Guatemalan Government's programs. Second, during the year a special program of local community development will be carried out using short-term technicians working in cooperation with the Department of Urban and Regional Planning and with local officials. This program is designed to help communities resolve some of their basic programs of urban growth. Third, assistance will be continued to the Geography Division of the National Geographic Institute in its program of rural land use and land capability mapping and to other divisions working in the general area of natural resource evaluation. Fourth, during the year a program of special mapping and property inventory will be implemented in direct support of a property tax development program. This program will be given by an IACS FASA employee who will monitor and coordinate the program during the initial phase.

In FY 69 technical assistance to the cooperating agencies will be concentrated on data-gathering and planning operations, with decreased assistance from AID technicians. Further commodity and participant training grants will be given to facilitate the work of the program and short-term technicians will be contracted to institute a local community development program similar to the one undertaken in FY 68. It is intended to phase out the Urban and Area Planning sub-activity in June 1969, on the assumption that the cooperating agencies will have developed sufficient skills and experience to obviate full-time technical advice.

C. Progress to Date

This sub-activity began in September 1963, aiming at (1) developing host country and local capability for gathering reliable, objective information to provide the basis for national decisions in

physical planning, and (2) working about better coordination and cooperation among the agencies working in this field. AID advisers have assisted in strengthening and expanding governmental officers engaged in urban and area planning, including the training, and have helped develop a spirit of mutual trust and cooperation among these agencies.

The recently authorized AID loan for a property tax development program, when signed, will culminate six years of discussions involving several governmental agencies. It represents a final agreement on the necessity of a fiscal cadastre rather than a legal cadastre. A number of inventory and planning studies have also been completed, including the urban analysis of Quezaltenango; analysis of the agricultural base of the Oriente; an analysis of the San Diego Slum of Guatemala City; and one of the trade area of Escuintla. Other programs still in process include the rural land use mapping of the South (Pacific) Coast, of which nearly 10,000 square kilometers have already been mapped, the land capability mapping project of the South Coast of which the mapping phase is just beginning, the urban analysis of Escuintla and Antigua, and local community development projects in Santa Lucia, Amatitlán and Tiquisate.

Other progress includes the training of local personnel in the conduct and execution of research and planning in urban and area analysis. In part this training has been carried out by participant training of qualified persons, but mostly by on-the-job training.

V. Government Leadership Training

A. Sub-Activity Target

The purpose of this sub-activity is to continue assistance to key institutions engaged in preparing the country's leaders and its administrative and technical personnel to successfully plan, initiate, manage and direct the affairs of government within a democratic framework.

B. Course of Action

The Technical Office for Public Administration, OTAP was established by the President of the Republic at the close of FY 67. This new organization, at the highest echelon of the government, brings together the four management improvement and training institutions created in past years with USAID support: The Public

Administration Development Center (CDAP), the Organization and Methods Office, the Personnel Classification Office, and the Institute for Development Administration (IHAD).

The USAID will continue to assist the two training education entities, INAD and CDAP.

1. One USAID Public Administration Advisor will continue to be provided to help develop and coordinate programs in FY 68 and 69.
2. Three short-term U.S. management instructors will assist in the preparation of personnel and the implementation of new administrative programs.
3. Two groups of 15 student leaders each will be supported through the financing of the intern-fellowship program in IHAD. The COG will provide an equal number of half-time fellowships for middle level management government employees.
4. Support will supplement COG financing for the employment of a number of U.S. and INAD trained students as professors and project assistants in the INAD academic and study-action projects.
5. One study tour of five weeks' duration to the U.S. and Puerto Rico for INAD students and professors will be supported in FY 69.
6. CDAP will be assisted to continue its correspondence course program for local government and departmental officials.
7. CDAP will be provided funds to continue its highly successful job-site English language training for Managers, under Peace Corps Volunteer supervision, in FY 68 and 69.
8. RTAC and other technical publications will continue to be provided for CDAP library and for distribution to school and municipal libraries throughout the country.
9. From prior year financing CDAP will be provided instructional and consultant services of the University of Puerto Rico for organizing its Supervisor Development Program.
10. INAD will continue to receive the services of two U.S. and one third country instructors financed by USAID from prior year funds.

C. Progress to Date

All FY 67 program objectives were accomplished as programmed with the exception of the formalization of a government-wide Supervisory Development Program. (It will get under way with the assistance of the Government and University of Puerto Rico, in July 1967 under USAID contract.)

CDAP, the Public Administration Development Center, the government's central staff training agency, in FY 67:

1. Trained and provided job-site assistance to over 4,000 supervisors and employees.
2. Initiated or conducted management development programs in a dozen GOA agencies.
3. Enrolled over 600 local government officials in correspondence courses.
4. Distributed over 100,000 RTAC and USIS books to school, office, and municipal libraries.
5. Extended its services to local and departmental government offices, as well as to the Congress and University.
6. Provided orientation materials, briefings, and some guidance to secondary and university schools on aspects of public administration.
7. Published numerous management pamphlets and a national employee newspaper.
8. Enlarged and doubled utilization of the Development Library by secondary school and university students and government officials.
9. Accelerated the shift of primary responsibility for management improvement and employee training to GOA line agencies while assuming a greater staff support and promotion role.

More significantly, CDAP's scores of development activities contributed to motivating officials and employees to take action for management improvement and their own self-development on their initiative. Recent years have seen a marked change in the management climate. Skepticism, apathy and frustration in government is slowly giving way to a new spirit of impatience, competitiveness, and a willingness to experiment with new ideas.

[INAD, the National Institute for Development Administration, inaugurated as a two year experimental project in September 1965 with substantial USAID financial backing, during FY 67 demonstrated a vigorous capacity for playing the part of the impact agent for accelerating institutional change in Guatemala. [INAD has extended its influence to various key faculties of the two universities; involved a significant cross sector of the young intellectual, non-communist, revolutionary leadership; and has mobilized a highly dynamic action program for local government democratization and reform.] Two universities have made overtures to INAD to enter as their first graduate school.

[INAD's unorthodox organizational structure and unique procedures are proving effective. Established apart from the University's curriculum-traditionalism and student anarchism and yet incorporating university professors and students, INAD has benefitted from a singular degree of independence as compared to most government institutions.

[The academic program enrolls graduates or final year superior students from the University Schools of Law, Economics and Humanities in a full-time subsidized intern-fellowship program. Selected young government officials participate on a half-time basis. Additionally, short Development Administration courses are held for top executives. Studies are multidisciplinary; the faculty international.]

[The Institute places heavy emphasis on practical study and research of current government development and management problems. Four major action-directed impact projects have been conducted during the year; included are a country economic study, an analysis of the Congress and its representatives, a major reorganization of the largest ministry, and a wide range of activities contributing to local government reform. The latter program included a local government civic study week in all public and private schools of the Republic.]

The first group in the two-year program graduates in August 1967. Complementing their studies of comparative political, social, and management systems, the students, accompanied by their own professors, visited Puerto Rico and several universities in the U.S., and studied in depth the workings of American democracy in small American towns as part of a USAID participant program. Preliminary evaluation indicates that this visit was outstandingly successful, and that it should pay high dividends in changed attitudes and new understanding of the United States by these young, potential Guatemalan leaders.

INAB expects to retain its autonomy alongside of the newly created Technical Office for Public Administration (see page 59). Plans call for moving INAB into one of the universities at the appropriate time; that is, when it is sufficiently strong to maintain its modern academic format and continue its research and action programs in government.

D. Funding Requirements

	<u>FY 68</u>	<u>FY 69</u>
A. <u>Personnel Services</u>		
1) <u>Direct</u>	(\$120,000)	(\$111,000)
Dev. Officer (Pub. Adm.) R-2	30,000	30,000
Customs Adv. (6 mos.) R-4	15,000	-
Local Gov't. Adv. R-3	26,000	29,000
Training Adv. R-3	25,000	28,000
Local personnel	24,000	24,000
2) <u>PASA</u>	(\$112,000)	(\$93,000)
Cadastral Engr. TAGS (12 mos.)	26,000	23,000
Senior Tax Adv. IRS FC-2 (12 mos.)	35,000	36,000
Training Adv. IRS FC-5 (12 mos.)	23,000	22,000
OSM Adv. IRS GS-12 (6 mos.)	12,000	-
Collection Adv. IRS GS-12 (6 mos.)	-	12,000
Tabulation Adv. Census GS-11 (12 mos.)	16,000	-
3) <u>Contract</u>	(\$40,500)	(\$40,500)
1 Extension Geographer to Obras Públicas	-	9,000
3 Urban & Regional Planners (2 1/2 mos.)	9,000	9,000
1 Budget Consultant (1 mo.)	4,000	-
2 Municipal Advs. (1 mo.)	5,000	-
3 Management Instructors for adm. reform (9 mos.)	22,500	22,500

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	<u>FY 68</u>	<u>FY 69</u>
<u>B. Participants</u>	(\$67,000)	(\$65,000)
4 Customs Training (2 mos.)	6,000	-
3 IACS School (16 mos.)	2,700	7,500
1 Water purification acad. program (12 mos.)	6,000	-
1 Extension Reg. Plng.	4,800	-
5 Tax training in U.S. or Central America (2 mos.)	6,000	5,000
3 Accounting in Puerto Rico (1 mo.)	2,500	-
5 Budget Training in U.S. or Central America (1 mo.)	5,000	-
30 Training in municipal adm. (30 mos.)	19,000	-
15 Training in municipal adm. (15 mos.)	-	10,000
30 INAD study group (5 wks.)	-	35,000
2 Dev. administration (12 mos.)	15,000	-
1 Dev. administration (12 mos.)	-	7,500
<u>C. Commodities</u>	(\$15,000)	\$15,000
Library and field equipment	5,000	5,000
Demonstration office equipment for model municipal systems (INFOP and Association of Municipalities)	5,000	5,000
Teaching equipment, materials, and supplies	5,000	5,000
<u>D. Other Costs</u>	(\$13,500)	\$13,500
Local travel	2,000	2,000
Training material and local travel for 9 intern scholarships in research	5,000	5,000
Invitational travel for attendance of local senior tax officials at INAD CEM Conference and other miscellaneous travel	2,000	1,500
Municipal seminars	3,000	5,000
Invitational travel to Venezuela	3,500	-
Local travel	1,000	1,000
INAD professors and research assistants	13,500	13,000

Other (cont'd.)

	<u>FY 68</u>	<u>FY 69</u>
IFAD intern scholarships	30,000	51,000
CDAP local government correspond- ence training	4,000	-
English language program	3,000	3,000
Special Project Fund	10,000	16,000
	<u>47,000</u>	<u>\$416,500</u>

AIRGRAM

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TO -

GUATEMALA

FROM - AID/W

SUBJECT - RUCARCA (Rev. 11-90-76)

REFERENCE - AID A-104 07/14/67

1. Document Review

The PROP was not reviewed for more than 2 1/2 years old and contains budget information that is out of date.

The document is voluminous and of a technical nature and will be less than satisfactory if the evaluation carried out when the document was prepared.

A serious weakness of the PROP was its failure to set forth specific targets, those listed for each of the five sub-activities being more in the form of overall goals than quantifiable targets with definite limitations in numbers, percentages. A target should be an objectively verifiable situation which will exist when the project is successful.

2. Revised PROP Requirement

RUCARCA revised project may be funded in FY 71 unless an up-to-date budget is prepared and approved by AID/W. In revising the existing budget, it is requested to execute a single document for each present sub-activity.

During the course of the review with Mr. Hiesling and Mr. Riegert present, it was noted that the recommendations of Mr. Riegert's recent "Report on Public Development Activities at the Local Level" are implemented in FY 70 project activities.

PAGE	PAGES
1	OF 2

DRAFTED BY	DATE	APPROVED BY
J. P. Lockard	4/24/70	J. Saller, LA/DP

AID AND OTHER CLEARANCES	DATE	APPROVED BY
WFeldman:LA/DP		MHughes:LA/OPS
TRiegert:LA/OPS		

presented in Table III of the Congressional Presentation will also have to be revised substantially. It is suggested that a revised Table III accompany the submission of the new PROPs for this activity.

A final consideration at the review was the need to attempt to define the various levels of local governments we are attempting to influence in Guatemala by size, level of competence, numbers of trained or untrained administrators, annual budget, etc., in order to be able to use this information as a basis for determining the extent of AID's involvement in the project.

ROGERS

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UNITED STATES
CUSTOMS AND BORDER PROTECTION

DECLARATION OF EXPORTER

DECLARATION OF IMPORTER

DECLARATION OF TRANSIT

APPROVED

ISSUED
FOR EXPORT

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PROAC
CONVENSATION
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ANNEX A

PROJECT AGREEMENT

RETURN AID AND
THE MINISTRY OF ECONOMY & THE
COORDINATOR GENERAL FOR THE
NATIONAL DEVELOPMENT PLAN
AGENCIES OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.1

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2. Agreement No.
71-32

3. Original or
Revision No.

3. Project/Activity Title
PUBLIC ADMINISTRATION, NATIONAL
(Programa de Reforma Administrativa)

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy and the Coordinator General for the National Development Plan, and the Government of the United States of America, represented by the Agency for International Development (AID), enter into this Agreement in order to receive support for the implementation of the "Administrative Reform Program," a part of the National Development Plan.

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía y el Coordinador General del Plan Nacional de Desarrollo, y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (AID), celebran este Convenio con el objeto de respaldar la ejecución del Programa de Reforma Administrativa, el cual forma parte del Plan Nacional de Desarrollo.

II. OBJECTIVE

The objective of the Guatemalan Government's "Administrative Reform Program" is to improve the management of governmental operations in support of the nation's development programs.

II. OBJETIVO

El objetivo del "Programa de Reforma Administrativa" del Gobierno de Guatemala es mejorar la administración de las operaciones gubernamentales en apoyo a los programas de desarrollo del país.

III. PROJECT DESCRIPTION

A. The "Administrative Reform Program" is described in Annex I, Letter to the Director, AID, from the Coordinator General for the National Development Plan, dated May 13, 1971.

III. DESCRIPCION DEL PROYECTO

A. El "Programa de Reforma Administrativa" fue descrito en el Anexo I, carta enviada al Director de la AID por el Coordinador General del Plan Nacional de Desarrollo, fechada el 13 de mayo de 1971.

B. The three year program provides for the improvement of operations, and for centralized coordination at the Presidential staff level of the planning, budgeting, personnel management, in-service training,

B. El programa, de tres años, se creó con el objeto de mejorar las operaciones administrativas gubernamentales y mejorar la coordinación a nivel Presidencial de las funciones de planificación, presupuesto,

For the Cooperating Government or Agency

For the Agency for International Development

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ANNEX A

PROJECT AGREEMENT

BETWEEN AID AND
THE MINISTRY OF ECONOMY & THE
COORDINATOR GENERAL FOR THE
NATIONAL DEVELOPMENT PLAN
AGENCIES OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.

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2. Agreement No.

71-32

3. Project/Activity Title

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fiscal review, organization and methods, career development and evaluation functions.

administración de personal, adiestramiento en el servicio, análisis administrativo, control fiscal y formación de administradores profesionales

C. This project covers the following four aspects of the general program for the initial seven-month first stage implementation period (June 1, 1971, through December 31, 1971):

C. Este proyecto cubre los siguientes cuatro aspectos del programa general en su primera etapa, la cual constará de 7 meses (del 1o. de junio al 31 de diciembre de 1971):

1. Define the operations of the Office of the Coordinator General for the National Development Plan.

1. Definir las operaciones de la Oficina del Coordinador General del Programa Nacional de Desarrollo.

2. Restructure the organization of the Office of the Comptroller General of Accounts of the Nation, modernize procedures, and assure integrity in the collection of public monies.

2. Rediseñar la estructura de la Contraloría General de Cuentas; modernizar los procedimientos; y asegurar un mejor control fiscal en las operaciones de cobro y administración de los bienes públicos.

3. Train 3000 public sector employees at the executive, supervisory, technical and office skills levels.

3. Adiestrar a 3,000 empleados del sector público en los niveles ejecutivo, de supervisión, técnico y de oficina.

4. Extend the provisions of the Civil Service Law with emphasis, in the initial period, on uniform job classification and salary administration, systematic retirement process and a centralized records system.

4. Apoyar la extensión de la aplicación de las disposiciones de la ley de Servicio Civil, poniendo énfasis, en su período inicial, en la clasificación de puestos y administración uniforme de salarios, sistematización del programa de jubilaciones civiles, y en la centralización de records.

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For the Agency for International Development

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PROJECT AGREEMENT

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5. Prepare selected young people for public service careers in a combination graduate level academic and development problem centered studies program; assist ministries and agencies in resolving development related administrative and procedural problems.

5. Preparar a jóvenes seleccionados para las carreras de servicio público, en un programa combinado de estudios de los problemas del desarrollo a un nivel académico post-graduado y prestar servicios de asesoría a los diferentes ministerios y agencias en la resolución de problemas administrativos y de procedimientos relacionados con el desarrollo.

IV. PROJECT IMPLEMENTATION

IV. IMPLANTACION DEL PROYECTO

A. The Coordinator General of the National Development Plan is responsible for the execution of the project. The Coordinator General works through an executive management committee consisting of the Directors of the National Planning Office, National Budget Office, the National Institute for Development Administration, the National Civil Service Office, and a representative from the Ministry or Agency concerned with the particular program or problem under study at the time.

A. El Coordinador General del Plan Nacional de Desarrollo es responsable de la implantación del proyecto. Dicho Coordinador ejerce su función a través del Comité de Administración, el cual incluye a los Directores del Consejo Nacional de Planificación Económica, del Instituto Nacional de Administración para el Desarrollo, de la Oficina Nacional de Servicio Civil, de la Dirección Técnica del Presupuesto y a un representante del Ministerio o agencia involucrado en el programa o problema particular que se esté estudiando.

B. The improvement activities to be effectuated under this Agreement will be executed by the Office of the Comptroller General of Accounts of the Nation, the National Civil Service Office, and the National Institute for Development Administration.

B. Las actividades de mejoramiento que se llevarán a cabo bajo este Convenio serán ejecutadas por la Contraloría General de Cuentas de la Nación, la Oficina Nacional de Servicio Civil y el Instituto Nacional de Administración para el Desarrollo.

V. EVALUATION

V. EVALUACION

The National Institute for
For the Cooperating Government or Agency

El Instituto Nacional de Administra-
For the Agency for International Development

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PROJECT AGREEMENT

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Development Administration (INAD) is responsible to the Coordinator General for establishing and maintaining an evaluation procedure for the implementation of the Administrative Reform Project. INAD will also inform AID as to progress being made, by a written report to be submitted to AID along with each request for reimbursement of funds under this Agreement.

ción para el Desarrollo (INAD) es responsable ante el Coordinador General del establecimiento y mantenimiento de un procedimiento de evaluación para la ejecución del Programa de Reforma Administrativa. Además, el INAD informará a la AID del progreso alcanzado, mediante un informe escrito que presentará juntamente con cada solicitud de reembolso de fondos bajo este Convenio

VI. RESPONSIBILITIES OF THE PARTIES

VI. RESPONSABILIDADES DE LAS PARTES

A. The Government of Guatemala agrees to carry out the Administrative Reform Program referred to in Article III, paragraph A, above. A budget of \$453,890 has been provided for the program in Calendar Year 1971.

A. El Gobierno de Guatemala conviene en llevar a cabo el Programa de Reforma Administrativa referido en el Artículo III, párrafo A, indicado anteriormente. Un presupuesto de Q453,890 ha sido proporcionado en el Año Calendario 1971.

B. The Agency for International Development agrees to provide the following support toward the implementation of the Administrative Reform Project:

B. La Agencia para el Desarrollo Internacional conviene en prestar la siguiente ayuda para la implementación del Programa de Reforma Administrativa:

1. Advisory Services: The part-time consultant service of the AID Public Administration technician.

1. Servicios de Asesoría: La asesoría parcial del Técnico en Administración Pública de la AID.

2. Participation in Seminars/Training Abroad

2. Participación en Seminarios y Adiestramiento en el Extranjero

(a) Civil Service: Visit by four Civil Service staff to three other Latin American areas for the

(a) Oficina Nacional de Servicio Civil: Visita de cuatro miembros de esta oficina a otras tres

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PROJECT AGREEMENT

BETWEEN AID AND

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ANNEX A

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purpose of comparing personnel management operations and various methods for handling problems

regiones de América Latina con el propósito de comparar las operaciones de administración de personal y los diferentes métodos para resolver los problemas.

(b) INAD: Participation in Central American Municipal Government Seminar to be held in Costa Rica.

(b) INAD: Participación en el Seminario Centroamericano de Gobierno Municipal a realizarse en Costa Rica.

Total participant cost \$2,400.00. Arrangements will be made directly by AID. These amounts are over and above the amounts listed as AID contribution on page 1, item 8.

El costo total de los participantes será de Q2,400.00. Todos los arreglos serán hechos por la AID. Estas cantidades sobrepasan aquellas incluidas en la página 1, renglón 8, como contribuciones de la AID.

3. Commodities: As indicated below, up to a total value not exceeding \$48,700.00.

3. Equipo y Materiales: Tal como se ha indicado a continuación, por un total que no exceda de \$48,700.00.

(a) Civil Service Office: Equipment and materials \$14,700

(a) Oficina de Servicio Civil: Equipo y Materiales: Q14,700

(b) Controller General of Accounts: Accounting equipment 30,000

(b) Contraloría General de la Nación: Equipo de contabilidad \$20,000

(c) INAD: Training materials and supplies 4,000

(c) INAD: Material de adiestramiento y suministros 4,000

4. Other Costs: As indicated below, up to a total not exceeding \$48,800.00.

4. Otros Costos: Tal como se ha indicado a continuación, por un total que no exceda de \$48,800.00.

For the Contracting Government or Agency

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PROJECT AGREEMENT

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(a) Civil Service: Short-term local contracts for professional services (4 at average \$3,200 each) \$12,800

(a) Oficina de Servicio Civil: Contratos por corto tiempo de servicios profesionales locales (8 a un promedio de Q1,600 c/u) Q12,800

(b) INAD: Local contracts for three professors/consultants in administrative analysis, social development, and economic development (3 at average \$8,000 for one year each) 24,000; and Local contracts for three organization and methods analysts (3 at average \$4,000 for one year, each) 12,000

(b) INAD: Contratos locales para tres profesores/consultores en analisis administrativos, desarrollo social y desarrollo económico (3 a un promedio de Q8,800 por año por cada uno) 24,000, y Contratos Locales para tres analistas en organización y métodos (3 a un promedio de Q4,000 por año por cada uno) 12,000

C. Administration of AID Provided Funds - The Government of Guatemala agencies utilizing AID provided funds agree that:

C. Administración de Fondos Proporcionados por la AID - Las Agencias del Gobierno de Guatemala que van a utilizar los fondos proporcionados por la AID convienen en:

1. All purchases will be made at the lowest available costs utilizing discounts when available, and conforming to any special price lists published by the Government of Guatemala for the purchase of common items.

1. Que todas las compras serán hechas a los precios más bajos disponibles, utilizando los descuentos cuando se disponga de ellos, y de acuerdo con cualquier lista de precios especiales publicada por el Gobierno de Guatemala para la compra de artículos comunes.

2. All locally negotiated contracts or employment services arrangements will be made at rates in conformance with those established and approved by the Civil Service Office and its salary classification plan. It is understood that the Guatemalan agencies assume all supervisory and employer relationships or obligations for such employment; that any costs

2. Todas las negociaciones de los contratos por servicios locales serán hechas de acuerdo a aquellas tarifas establecidas y aprobadas por la Oficina de Servicio Civil conforme a su plan de clasificación de salarios. Queda entendido que las agencias guatemaltecas asumirán todas las obligaciones de supervisión y relación con los empleados; que

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ANNEX A

required by Guatemalan law or custom are the exclusive responsibility of the Guatemalan agency, and that no funds provided under this Agreement may be utilized for the purposes of indemnification payments.

todos los gastos requeridos por la ley o costumbre guatemalteca serán responsabilidad exclusiva de las mismas y que no se utilizarán fondos proporcionados bajo este Convenio para hacer pagos por concepto de indemnización.

3. Local contracts entered into pursuant to Article VI-B-4, above will provide for services to begin no later than December 31, 1971, and the duration of such services to be financed by AID will not extend beyond December 31, 1972.

3. Los contratos locales conforme al Artículo VI, B.4 incluido anteriormente se celebrarán para proporcionar servicios que principiarán no después del 31 de diciembre de 1971 y la duración de éstos, que serán financiados por la AID, no se extenderán más allá del 31 de diciembre de 1972.

VII. FINANCIAL PROVISIONS

VII. DISPOSICIONES FINANCIERAS

A. USAID will process the purchase of "commodities" as provided under block 8, (c) page one, in accordance with its regular procedures.

A. La Misión AID procesará la compra de "Equipo y Materiales", según se indica en el renglón 8, (c), página uno de acuerdo con sus procedimientos regulares.

B. The INAD and the Civil Service Office Controller will be responsible for the management of the funds provided under Article VI-B-4, above, in accordance with the provisions of this Agreement.

B. El Contador del INAD y de la Oficina de Servicio Civil será responsable del manejo de los fondos proporcionados bajo el Artículo VI, B.4 incluido anteriormente de conformidad con las condiciones de este Convenio.

C. Upon written request of the Directors of INAD and the Civil Service Office, AID will make an initial advance in the

C. Al recibo de una solicitud escrita de el Director de el INAD o de el Di-

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AGENCY A

amount of \$25,000, to support the activities itemized under Article VI-B-4, above. The Civil Service/INAD Controller will maintain the accounts for the two organizations.

rector de la Oficina de Servicio Civil la AID hará un adelanto inicial de Q25,000 para financiar los artículos indicados bajo el Artículo VI, B.4, incluido anteriormente. El Contador del INAD y de la Oficina de Servicio Civil llevará las cuentas de las dos organizaciones.

D. The advance is to be used in the form of an imprest fund to pay costs under the respective "other costs" categories.

D. El adelanto será utilizado en forma de un fondo de anticipos para pagos de aquellos gastos bajo las categorías respectivas de "Otros Costos".

E. All such "other costs" expenditures in support of projects will be made by the **INAD or the Civil Service Off:** after completing the "Purchase of Supplies or Personal Services Form" designed for the purpose. Each expenditure will be previously authorized by the appropriate Director and the AID Advisor on the form. In those cases where contracts are negotiated, a copy of the contract will be provided to AID.

E. Todos aquellos gastos de "Otros Costos" serán hechos por el Director del INAD o el Director de la Oficina de Servicio Civil, después de completar el formulario "Compra de Materiales o Contratación de Servicios Personales", diseñado para este propósito. Cada gasto deberá ser previamente autorizado en el formulario por el Director respectivo y el Asesor de la AID. En aquellos casos en que se vaya a negociar algún contrato, se deberá enviar una copia del mismo a la AID.

F. The INAD/Civil Service Controller will maintain a file, in numbered chronological order of the "Purchase of Materials and Personal Services" forms, of all expenditures made under this Agreement. The file will be available for inspection and audit by the responsible auditing authorities of the Government of Guatemala and of AID.

F. El Contador del INAD y de la Oficina de Servicio Civil mantendrá un registro, cronológicamente numerado, de los formularios de "Compra de Materiales y Contratación de Servicios" de todos aquellos gastos hechos bajo este Convenio. Este registro estará disponible para que pueda ser inspeccionado y revisado por las autoridades responsables del Gobierno de Guatemala y de la AID.

For the Cooperating Government or Agency

For the Agency for International Development

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ANNEX A

PROJECT AGREEMENT

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G. As requests for payment are received from contractors, suppliers, etc., INAD will make payment from the advanced funds and then forward acceptable documentation to the Controller, USAID with a reimbursement voucher. When expenditures have reached the point where the remaining balance is no larger than the amount initially advanced, then the "no pay voucher" method will be applied. In the event the no pay vouchers do not fully liquidate the advance, the balance will be refunded to USAID upon request.

G. Al recibirse las solicitudes de pago de los contratistas, vendedores, etc., el INAD y la Oficina de Servicio Civil efectuarán los pagos de los fondos que se les han anticipado y luego enviarán los respectivos documentos al Contralor, Misión AID, con el comprobante (voucher) de reembolso. Cuando las erogaciones hayan llegado al punto en que el saldo no sea mayor que la cantidad originalmente anticipada, entonces se aplicará el método de comprobante no pagadero (no pay voucher). En el caso de que el total de los comprobantes no pagaderos no sea igual al total del adelanto, el saldo será reembolsado a la AID a su solicitud.

H. INAD and the Civil Service Office will submit the documentation specified below to the Controller, USAID, for reimbursement with an accompanying certificate signed by the INAD or the Civil Service Director, and the Controller, as follows: "The undersigned certifies that the services for which reimbursement is requested have been satisfactorily rendered and that the costs thereof have been paid and are properly reimbursable in accordance with Project Agreement No. 71-32".

H. El INAD y la Oficina de Servicio Civil presentarán la documentación especificada abajo al Contralor, Misión AID, para propósitos de reembolso, acompañada de una certificación firmada por el Director del INAD o de la Oficina de Servicio Civil y por el Contador, en la siguiente forma: "El suscrito certifica que los servicios para los que se solicita el reembolso han sido prestados satisfactoriamente y que los costos de los mismos han sido cancelados y son debidamente reembolsables de conformidad con el Convenio de Proyecto No. 71-32".

I. Reimbursements shall be made by the USAID under the terms of this Agreement upon receipt of voucher standard form 1034 in original and two copies and support documentation as follows:

I. La Misión AID efectuará los reembolsos de acuerdo con los términos de este convenio al recibir el comprobante 1034 (voucher standard form) en original y dos copias, y la siguiente documentación:

1. An itemized statement

1. Un detalle de los renglones amparado por las órdenes de compra,

For the Cooperating Government or Agency

For the Agency for International Development

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ANNEX A

PROJECT AGREEMENT

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**PUBLIC ADMINISTRATION, NATIONAL
(Programa de Reforma Administrativa)**

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supported by copies of purchase orders, vendor's invoice, and receiving report.

facturas del vendedor y comprobante de recepción.

2. Copies of payrolls accompanied by satisfactory evidence of payment.

2. Copias de las planillas, acompañadas por una evidencia satisfactoria del pago.

J. Final voucher for reimbursement must be submitted within 30 days after expiration or termination of the Agreement.

J. El comprobante final (voucher) para el reembolso deberá presentarse dentro de los 30 días siguientes a la expiración o terminación del Convenio.

VIII. GENERAL PROVISIONS

VIII. DISPOSICIONES GENERALES

The Standard Provisions, Annex B, are hereby made a part of this Agreement.

El Anexo B, Disposiciones Generales, forman parte de este Convenio.

Signed in the English and Spanish languages this 28th day of June 1971.

Firmado en la Ciudad de Guatemala en los idiomas español e inglés a los 28 días del mes de junio de 1971.

Robert E. Culbertson
Robert E. Culbertson, Director
USAID Mission to Guatemala

Dr. Gustavo Mirón Porras
Dr. Gustavo Mirón Porras
Ministro de Economía

Lic. Ronaldo Porta España
Lic. Ronaldo Porta España
Coordinador General
Plan Nacional de Desarrollo

For the Government of Guatemala

For the Agency for International Development

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**PROJECT AGREEMENT
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PUBLIC ADMINISTRATION (National)

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía y el Instituto Nacional de Administración para el Desarrollo (INAD), y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (AID), celebran este convenio para continuar el Programa Académico del INAD. Queda entendido que la última contribución al programa por parte de AID se hará por medio de este Convenio.

II. DESCRIPCION DEL PROYECTO

El Programa Académico a llevarse a cabo por el INAD, tiene como propósito preparar a jóvenes universitarios graduados y/o por graduarse en el campo de servicio público. Esto se llevará a cabo por medio de un programa de administración pública y de estudios sobre el desarrollo en tópicos relacionados a un nivel de post graduado. Los últimos se desempeñarán conjuntamente con estudios de factibilidad requeridos en áreas específicas de la administración gubernamental. Bajo los términos de este Convenio AID proveerá, sujeto al cumplimiento del Artículo III por parte del INAD, salarios para dos profesores de tiempo completo y un fondo de becas a utilizarse para no más de quince Internos nuevos durante los primeros doce meses del Cuarto Programa Académico del INAD, a iniciarse a fines de 1972.

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy and the National Institute for Development Administration (INAD), and the Government of the United States of America, represented by the Agency for International Development (AID), enter into this Agreement in order to provide for the continuation of the Academic Program of INAD. It is understood that this Agreement represents AID's final contribution to this program.

II. PROJECT DESCRIPTION

The Academic Program to be carried out by INAD is designed to prepare qualified young university graduates and/or graduates-to-be for public service careers through a graduate-level program of public administration and development related studies combined with research assignments on specific aspects of government management. Under this Agreement AID will provide, subject to satisfactory compliance of Article III by INAD, for the salaries of two full-time professors and scholarship funding for up to fifteen new Interns for the first 12 months of the Fourth INAD Academic Program to begin in the latter part of 1972.

For the Cooperating Government or Agency

For the Agency for International Development

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TITLE: _____

AID 1030-1A (D-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY & INAD AGENCIES MINISTRY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.1	PAGE <u>2</u> OF <u>10</u> PAGES
		2. Agreement No. 72-23	3. <input checked="" type="checkbox"/> Original or Revision No.
		3. Project/Activity Title PUBLIC ADMINISTRATION (National)	

III. PLAN DE EJECUCION Y OTRAS CONDICIONES ESPECIFICAS

A. Plan de Ejecución

El INAD elaborará un plan de ejecución el cual describirá la planificación académica, el contenido de cursos, y los proyectos específicos de investigación a llevarse a cabo en el Cuarto Programa Académico. No se hará ningún desembolso antes de que dicho plan haya sido mutuamente aprobado por el INAD y AID. Después de la aprobación de éste, el plan de ejecución podrá ser enmendado sujeto al consentimiento de ambas partes y bajo los términos de este Convenio.

B. Otras Condiciones Específicas

Se conviene que los Reglamentos que Norman el Proyecto Académico Incluyan las siguientes provisiones:

1. Las becas de Internos financiados por AID sólo se utilizarán para graduados universitarios recientes y/o para estudiantes universitarios cursando su último año, que se preparan para graduarse.
2. La selección se basará en:
 - a. Excelencia académica probada durante etapas previas de educación.
 - b. Capacidad demostrada de habilidades como líder, y experiencia.
 - c. Deseo e intención del estudiante de contribuir al esfuerzo na-

III. IMPLEMENTATION PLAN AND OTHER SPECIFIC CONDITIONS

A. Implementation Plan

INAD will prepare a project implementation plan describing the academic schedule, course content, and research assignments planned for the Fourth Academic Program. No disbursement of funds under this Agreement will be made until aforementioned plan has been mutually approved by AID and INAD. Subsequent to this approval, the plan may be amended if mutually agreed to by the parties and subject to the terms of this Agreement.

B. Other Specific Conditions

It is agreed that the Governing Regulations of the Academic Program will include the following provisions:

1. Intern fellowships financed by AID will only be for recent university graduates and/or those university students in their final year of studies in preparation for graduation.
2. Selection will be based on:
 - a. Demonstrated academic excellence in prior studies.
 - b. Proven leadership capacity and experience.
 - c. Clear expression of the student's intent to contribute to the nation's de-

For the Cooperating Government or Agency

SIGNATURE: _____ DATE: _____
 TITLE: _____

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1290-1A (2-760) PRO AG CONTRIBUTION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY & INAD AGENCIES AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.1	PAGE <u>4</u> OF <u>10</u> PAGES
		2. Agreement No. 72-23	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION (National)	

cional para el desarrollo por medio de la enseñanza o una carrera de servicio público.

velopment effort through teaching or a public service career.

d. Recomendaciones de autoridades y profesores universitarios.

d. Recommendation of university professors and authorities.

3. La necesidad comprobada de asistencia financiera para permitirle al estudiante continuar su educación a tiempo completo.

3. The student must have a proven need for financial help to enable him to continue his studies on a full-time basis.

4. Los estudiantes no graduados que sean bacados deberán efectuar estudios de carrera y trabajos asignados por el INAD a tiempo completo. Los no graduados no podrán desempeñar cualquier empleo.

4. Undergraduates receiving intern fellowship grants must devote full-time to their career studies and INAD assignments. Undergraduates will not be permitted to have outside employment.

5. Los graduados universitarios recientes también podrán participar en el programa de becas. Estos deberán comprobar la necesidad de recibir ayuda financiera, y demostrar la intención de trabajar en un puesto que contribuya al desarrollo nacional. Los graduados dedicarán un mínimo de seis horas diarias a los estudios del INAD y actividades de investigación. Pueden tener empleo de medio tiempo afuera para suplementar sus entradas, sujeto a la determinación del INAD de que tal actividad no interfiera con el desarrollo de su trabajo dentro de INAD.

5. Intern fellowships may also be granted to recent university graduates. Graduates must prove a need for financial assistance and the intention of serving in a position which will contribute to national development. Graduates will devote a minimum of six hours a day to their INAD study and research activities. They may have part-time outside employment, but not in the public service, to supplement their income on determination by the INAD authorities that such activity will not interfere with the performance of their full assignment within INAD.

6. Se requerirá a todos los Internos que participen en un trabajo continuo de investigación sobre algún aspecto administrativo gubernamental o sobre desarrollo político bajo la guía de un profesor del INAD.

6. All Interns will be required to participate in a continuing research assignment on some aspect of governmental management or political development under the guidance of an INAD professor.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1290-1A 9-70 PRO AG CONTRIBUTION SHEET A ANNEX	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY & INAD AGENCIES MINISTRY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.1	PAGE 5 OF 10 PAGES
		2. Agreement No. 72-23	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION (National)	

7. Las becas de internos se llevarán a cabo por períodos hasta de 4 meses, renovables a la opción del INAD sobre la base de su desenvolvimiento a un máximo de 12 meses.

8. Las becas a Internos financiadas por AID serán por una cantidad fija de Q180.00/mes para aquellos estudiantes que están casados o que tienen responsabilidades financieras hacia sus familias. Los estudiantes solteros, sin cargas familiares, recibirán Q110.00 por mes.

9. El INAD está autorizado, si se considerare apropiado y factible, a establecer un fondo rotativo de becas de INAD. Si tal fondo se estableciera, las becas a los estudiantes llevarán de ahí en adelante la disposición de que dentro de un período especificado después de la graduación del INAD, y una vez establecido en una carrera remunerativa, el estudiante esté obligado a reembolsar al fondo un porcentaje especificado de su asistencia financiera previamente recibida del fondo. Dichos fondos serán usados para resaltar la concesión de nuevas becas en el INAD.

IV. EVALUACION

El Plan de Ejecución del Proyecto servirá al INAD y AID como instrumento de evaluación para medir el progreso del Programa Académico. El INAD presentará reportes de progreso mensuales y una evaluación comprensiva del Programa Académico desde su comienzo en marzo 31, 1974.

7. Intern grants will be made for periods of up to four months, renewable at the option of INAD on the basis of performance to a maximum of 12 months.

8. Intern grants financed by AID will be for a fixed amount of Q180.00 per month for those students who are married or who have financial responsibility for their families. Single students, without family support responsibilities, will receive Q110.00 per month.

9. INAD is authorized, if deemed appropriate and feasible, to establish an INAD fellowships revolving fund. If such fund is established, grants to students will thereafter carry the provision that within a specified period after graduation from INAD and once established in a remunerative career position, the student will be obliged to reimburse the fund for a specified percentage of the financial assistance previously received from the fund. The funds thus derived shall be used to support the granting of new fellowships in INAD.

IV. EVALUATION

The Project Implementation Plan will serve both INAD and AID as a monitoring and evaluation instrument to measure the progress of the Academic Program. INAD will submit progress reports on a monthly basis and a comprehensive evaluation of the Academic Program from its inception by March 31, 1974.

For the Cooperating Government or Agency
 SIGNATURE: _____ DATE: _____
 TITLE: _____

For the Agency for International Development
 SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 182-1A (2-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY & INAD AGENCIES REPUBLIC OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.1	PAGE <u>5</u> OF <u>27</u> PAGES
		2. Agreement No. 72-23	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION (National)	

<p>V. <u>RESPONSABILIDADES DE LAS PARTES</u></p> <p>A. El INAD acuerda llevar a cabo el Cuarto Programa Académico de conformidad con los términos de este Convenio.</p> <p>B. El Gobierno de Guatemala conviene en incluir en el presupuesto presentado al Congreso por el año calendario 1973, los fondos para los siguientes costos del programa:</p> <table border="0"> <tr> <td>1. Salarios del personal</td> <td style="text-align: right;">033,600.00</td> </tr> <tr> <td>2. Alquiler y servicios, mantenimiento y viáticos</td> <td style="text-align: right;">9,955.00</td> </tr> <tr> <td>3. Becas</td> <td style="text-align: right;">15,000.00</td> </tr> <tr> <td>4. Otros gastos</td> <td style="text-align: right;"><u>1,200.00</u></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">059,755.00</td> </tr> </table> <p>C. La AID acuerda proporcionar fondos bajo "Otros Gastos" hasta por un total de \$47,300, para los gastos indicados abajo. Esta contribución dependerá de la aprobación del Gobierno de Guatemala de los fondos indicados en B, que antecede.</p> <table border="0"> <tr> <td>1. Dos contratos de 12 meses a tiempo completo para profesores asignados al Programa Académico</td> <td style="text-align: right;">14,900.00</td> </tr> <tr> <td>2. Quince sueldos de internos por 12 meses a un costo total que no ex-</td> <td></td> </tr> </table>	1. Salarios del personal	033,600.00	2. Alquiler y servicios, mantenimiento y viáticos	9,955.00	3. Becas	15,000.00	4. Otros gastos	<u>1,200.00</u>	TOTAL	059,755.00	1. Dos contratos de 12 meses a tiempo completo para profesores asignados al Programa Académico	14,900.00	2. Quince sueldos de internos por 12 meses a un costo total que no ex-		<p>V. <u>RESPONSIBILITIES OF THE PARTIES</u></p> <p>A. INAD agrees to carry out the Fourth Academic Program in accordance with the terms of this Agreement.</p> <p>B. The Government of Guatemala agrees to include in the budget presented to Congress for Calendar year 1973, funds for the following program costs:</p> <table border="0"> <tr> <td>1. Rentonnel salaries</td> <td style="text-align: right;">Q 33,600.00</td> </tr> <tr> <td>2. Rent & Utilities, maintenance supplies and per diem</td> <td style="text-align: right;">9,955.00</td> </tr> <tr> <td>3. Scholarships</td> <td style="text-align: right;">15,000.00</td> </tr> <tr> <td>4. Other expenses</td> <td style="text-align: right;"><u>1,200.00</u></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">Q 59,755.00</td> </tr> </table> <p>C. AID agrees to provide "Other Costs" funds up to a total of \$47,300 for the costs indicated below: This contribution shall be contingent on appropriation by the Government of Guatemala of the funds indicated in B, above.</p> <table border="0"> <tr> <td>1. Two 12-month contracts for full-time professors assigned to the Academic Program</td> <td style="text-align: right;">14,900.00</td> </tr> <tr> <td>2. Fifteen Intern Stipends for twelve months at a total cost not to exceed</td> <td style="text-align: right;">32,400.00</td> </tr> </table>	1. Rentonnel salaries	Q 33,600.00	2. Rent & Utilities, maintenance supplies and per diem	9,955.00	3. Scholarships	15,000.00	4. Other expenses	<u>1,200.00</u>	TOTAL	Q 59,755.00	1. Two 12-month contracts for full-time professors assigned to the Academic Program	14,900.00	2. Fifteen Intern Stipends for twelve months at a total cost not to exceed	32,400.00
1. Salarios del personal	033,600.00																												
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2. Fifteen Intern Stipends for twelve months at a total cost not to exceed	32,400.00																												

For the Cooperating Government or Agency		For the Agency for International Development	
SIGNATURE: _____	DATE: _____	SIGNATURE: _____	DATE: _____
TITLE: _____		TITLE: _____	

AID 1880-1A (2-70) PRO AG CONTRIBUTION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY & INAD AGENCIES AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.1	PAGE <u>7</u> TO OF _____ PAGES
		2. Agreement No. 72-23	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION (National)	

ceda de Q32,400.00

VI. DISPOSICIONES FINANCIERAS

A. El Contralor del INAD será responsable de la administración de los fondos proporcionados bajo el Artículo V.C., mencionado anteriormente de conformidad con las condiciones de este Convenio.

B. Al recibir la solicitud escrita del Director del INAD, AID hará un adelanto inicial por Q8,000.00 a ser utilizados para cubrir gastos por concepto del Artículo V.C., indicado previamente.

C. El adelanto deberá utilizarse para formar un fondo de anticipos para pagar los gastos bajo las categorías respectivas de los "Otros Gastos".

D. Todos los gastos hechos bajo "Otros Gastos" serán efectuados por el Director del INAD, después de haber llenado el formulario intitulado "Solicitud de Servicios y Compra de Materiales", el cual fue preparado para este propósito. Cada gasto deberá ser autorizado con anterioridad por el Director del INAD y por el Asesor de AID en dicho formulario. En los casos en que se haya firmado un contrato, el INAD deberá proporcionar copias del mismo a la AID.

E. El Contralor del INAD mantendrá un archivo numérico y cronológico de los formularios de "Solicitud de Servicios y Compra de Materiales", de todos los gastos efectuados bajo los términos de este Convenio. El archivo estará disponi-

VI. FINANCIAL PROVISIONS

A. The INAD Controller will be responsible for the management of the funds provided under Article V.C., above, in accordance with the provisions of this Agreement.

B. Upon written request of the Director of INAD, AID will make an initial advance in the amount of \$8,000.00 to support the activities itemized under Article V.C., above.

C. The advance is to be used in the form of an Imprest fund to pay costs under the respective "Other Costs" categories.

D. All "Other Costs" expenditures will be made by the INAD Director after completing the "Purchase of Supplies or Personal Service" form designed for the purpose. Each expenditure will be previously authorized by the INAD Director and the AID Advisor on the form. In those cases where contracts are negotiated, a copy of the contract will be provided to AID.

E. The INAD Controller will maintain a file, in numbered chronological order of the "Purchase of Materials and Personal Services" forms, of all expenditures made under this Agreement. The file will be available for inspection and audit by the responsible

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 152 D-1A D-730 PRO AG CONTRIBUTION SHEET A ANNEX	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY & INAD AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.1	PAGE 8 OF 10 PAGES
		2. Agreement No. 72-23	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION (National)	

b) para la inspección y auditoría de las autoridades auditoras correspondientes del Gobierno de Guatemala y AID.

auditing authorities of the Government of Guatemala and AID.

F. Al recibo de las solicitudes de pago de contratistas e internos, INAD las cubrirá con los fondos provenientes del fondo de anticipos y enviará después los recibos y/o documentación necesaria al Contralor de la AID. Cuando las erogaciones hayan llegado al punto en el que el saldo no sea mayor que la cantidad inicialmente anticipada, entonces el sistema de comprobante "No pagadero" será aplicado. En el caso de que los comprobantes "no pagaderos" no liquiden en total del adelanto, el balance será devuelto a la AID a su solicitud.

F. As requests for payment are received from contractors and Interns, INAD will make payment from the advanced funds and then forward acceptable documentation to the Controller, AID with a reimbursement voucher. When expenditures have reached the point where the remaining balance is no larger than the amount initially advanced, then the "No-Pay Voucher" method will be applied. In the event the no pay vouchers do not fully liquidate the advance, the balance will be refunded to AID upon request.

G. INAD presentará la documentación especificada abajo al Contralor, Misión AID, para propósitos de reembolso acompañada de una certificación firmada por el Director del INAD y por el Contador, en la siguiente forma: "El suscrito certifica que los servicios para los que se solicita el reembolso han sido prestados satisfactoriamente y que los costos de los mismos han sido cancelados y son debidamente reembolsables de conformidad con el Convenio de Proyecto No. 72-23".

G. INAD will submit the documentation specified below to the Controller, AID, for reimbursement with an accompanying certificate signed by the INAD Director, and the Controller, as follows: "The undersigned certifies that the services for which reimbursement is requested have been satisfactorily rendered and that the costs thereof have been paid and are properly reimbursable in accordance with Project Agreement No. 72-23".

H. La Misión AID efectuará los reembolsos de acuerdo con los términos de este Convenio al recibo del comprobante 1034 en original y dos copias, y la documentación necesaria en la forma de copias de planillas certificadas acompañadas de evidencia satisfactoria de pago.

H. Reimbursement shall be made by AID under the terms of this Agreement upon receipt of Voucher Standard Form 1034 in original and two copies, and supporting documentation in the form of copies of certified payrolls accompanied by satisfactory evidence of payment.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1530-1A (3-70) PRO AG CONTRIBUTION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AID	1. Project/Activity No. 520-11-790-176.1	PAGE <u>9</u> OF <u>10</u> PAGES
	THE MINISTRY OF ECONOMY & INAD AGENCIES AGENCY OF THE GOVERNMENT OF GUATEMALA	2. Agreement No. 72-23	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION (National)	

I. El comprobante final para el reembolso deberá presentarse dentro de los 30 días siguientes a la expiración o terminación del Convenio.

I. Final voucher for reimbursement must be submitted within 30 days after expiration or termination of the Agreement.

J. Los contratos negociados localmente deberán hacerse de acuerdo con las tarifas establecidas y aprobadas por la Oficina de Servicio Civil y su plan de clasificación de salarios. Se sobrentiende que el INAD asume todas las obligaciones o relaciones de patrono y supervisor por tal empleo; que cualquier costo requerido por la ley de Guatemala o la costumbre es exclusiva responsabilidad del INAD y que no se proporcionan fondos bajo este Convenio para indemnización.

J. Locally negotiated contracts are to be made at rates in conformance with those established and approved by the Civil Service Office and its salary classification plan. It is understood that INAD assumes all supervisory and employer relationships or obligations for such employment; that any costs required by Guatemalan law or custom are the exclusive responsibility of INAD and that no funds provided under this Agreement may be utilized for the purposes of indemnization payments.

K. Los contratos locales que se celebren según el Artículo VI.J, que antecede, serán llevados a cabo no más tarde de diciembre 31, 1972, y la duración de tales servicios a ser financiada por AID no se extenderá más allá de diciembre 31, 1973.

K. Local contracts entered into pursuant Article VI., J., above are to be executed no later than December 31, 1972, and the duration of such services to be financed by AID will not extend beyond December 31, 1973.

L. Los Sueldos de Internos financiados por AID bajo el Artículo V.C., están limitados a los 12 primeros meses del Programa Académico, pero en ningún caso se pagarán por ningún período posterior a marzo 31, 1974.

L. Intern Stipends financed by AID under Article V.C., are limited to the first twelve months of the Academic Program, but shall in no event be payable for any period subsequent to March 31, 1974.

VII. DISPOSICIONES GENERALES

VII. GENERAL PROVISIONS

El Anexo B, Disposiciones Generales forma parte de este Convenio.

The Standard Provisions, Annex B., are hereby made a part of this Agreement.

For the Cooperating Government or Agency

SIGNATURE: _____ DATE: _____
 TITLE: _____


For the Agency for International Development

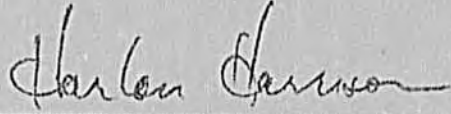
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AID 1000-1A 0-707 PRO AG CONTRIBUTION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY & INAD AGENCIES AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.1	PAGE 10 OF 10 PAGES
		2. Agreement No. 72-23	<input checked="" type="checkbox"/> Original or Revision No.
		3. Project/Activity Title PUBLIC ADMINISTRATION (National)	

Firmado en español e Inglés el
28 de junio de 1972.

Signed in the English and Spanish lan-
guages on June 28, 1972.


 Lic. Carlos Roberto Molina Marcos
 Ministro de Economía


 Harlan A. Harrison, Deputy Director
 USAID Mission to Guatemala


 Dr. Francisco José Monsanto, Director
 I N A D

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1330-1
(0-62)

PRO AG

PROJECT AGREEMENT
BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND

AGENCIES The Ministry of Economy and INAD
~~MINISTRY~~ OF THE GOVERNMENT OF GUATEMALA

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO. 520-11-790-176.1 PAGE 1 OF 3 PAGES
 2. AGREEMENT NO. 72-23 3. ORIGINAL OR DIVISION NO. 1

PROJECT DESCRIPTION ANNEX A FOREIGN CURRENCY STANDARD PROVISIONS ANNEX
 STANDARD PROVISIONS ANNEX SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE
PUBLIC ADMINISTRATION (NATIONAL)

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE Sept 1, 1954

5. PROJECT DESCRIPTION AND EXPLANATION
 (See Annex A attached)

ECONOMIC COOPERATION AGREEMENT DATE

6. AID APPROPRIATION SYMBOL 72-1131010 7. AID ALLOTMENT SYMBOL 395-50-520-00-69-43

(follow) DATE

ORD
DACHajj

8. AID FINANCING	PREVIOUS TOTAL (\$)	INCREASE (\$)	DECREASE (\$)	TOTAL TO DATE (\$)
<input type="checkbox"/> DOLLARS <input type="checkbox"/> LOCAL CURRENCY				

(a) Total	47,300		10,800	36,500
-----------	--------	--	--------	--------

PRM
WLBinford

(b) Contract Services				
-----------------------	--	--	--	--

(c) Commodities				
-----------------	--	--	--	--

(d) Other Costs	47,300		10,800	36,500
-----------------	--------	--	--------	--------

COH
SFLlinner

9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT

(a) Total	59,755			59,755
-----------	--------	--	--	--------

(b) Technical and other Services				
----------------------------------	--	--	--	--

(c) Commodities				
-----------------	--	--	--	--

(d) Other Costs	59,755			59,755
-----------------	--------	--	--	--------

10. SPECIAL PROVISIONS (See Attachment to Contract, if necessary)

11. DATE OF ORIGINAL AGREEMENT June 29, 1972 12. DATE OF THIS REVISION May 2, 1974 13. ESTIMATED FINAL CONTRIBUTION DATE December 31, 1974

14. FOR THE COOPERATING GOVERNMENT OR AGENCY

15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT

Véase última página

See last page

SIGNATURE _____ DATE _____
 TITLE _____

AID 188D-1A
12-701

PROJECT AGREEMENT
BETWEEN AID AND

1. Project/Activity No.
520-11-790-176.1

PAGE 3 OF 3 PAGES

PRO AG
CONTINUATION
SHEET

The Ministry of Economy & INAD
AGENCIES
AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

2. Agreement No.
72-23

3. Original or
Revision No. 1

ANNEX A

3. Project/Activity Title

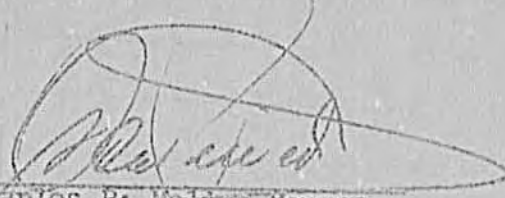
PUBLIC ADMINISTRATION (NATIONAL)

Todas las demás disposiciones
de este convenio que no entren
en conflicto con esta enmienda
permanecen sin cambio.

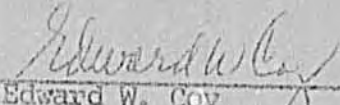
All other provisions of this
agreement not in conflict with
this revision remain unchanged.

Firmado en los idiomas español
e inglés a los dos días del
mes de mayo de 1974.

Signed in the English and Spanish
languages this 2nd day of May
1974.



pa
Lic. Carlos R. Molina Mencos
Ministro de Economía



Edward W. Coy
Director, USAID/Guatemala



Dr. F. José Monsanto
Director, INAD

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

PROJECT AGREEMENT

BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2

2. Agreement No.
70-11

3. Project/Activity Title
PUBLIC ADMINISTRATION (Municipal)

1. Original or
Revision No.

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía, y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante designada como la "Misión AID"), acuerdan por medio de este convenio establecer los objetivos, método y responsabilidades de los interesados para continuar las actividades de desarrollo del gobierno municipal.

II. OBJETIVO

El propósito de este convenio es continuar con los servicios de un especialista en administración pública contratado por la Misión AID para trabajar con aquellas instituciones del gobierno guatemalteco interesadas en la continuidad del movimiento nacional del gobierno municipal.

III. DESCRIPCION DEL PROYECTO

A. Durante los tres años pasados, el Gobierno de Guatemala ha auspiciado una serie de actividades por medio de entidades del gobierno nacional y municipal para mejorar el gobierno municipal de acuerdo con el concepto de "Socios para el Desarrollo" incorporado en la Declaración de Panajachel.

Estas actividades incluyeron:

- Cursos de instrucción programada para funcionarios municipales.

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy, and the Government of the United States of America, represented by the Agency for International Development (hereinafter referred to as USAID) enter into this agreement in order to establish the objectives, method, and responsibilities of the parties in continuing local government development activities.

II. OBJECTIVE

The objective of this Agreement is to provide for the continuation of the services of an AID contracted specialist in public administration to work with those Guatemalan government institutions engaged in furthering the national local-government movement.

III. PROJECT DESCRIPTION

A. During the past three years, the Government of Guatemala has sponsored a variety of activities through national and municipal government entities to improve local government in accordance with the "Partners for Development" concept incorporated in the Declaration of Panajachel.

These activities have included:

- Programmed instruction courses for local officials.

For the Cooperating Government or Agency

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For the Agency for International Development

See the last page

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SHEET

ANNEX

**PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY
AN AGENCY OF THE GOVERNMENT OF
GUATEMALA**

1. Project/Activity No.
520-11-790-176.2
2. Agreement No.
70-11
3. Project/Activity Title
PUBLIC ADMINISTRATION (Municipal)

PAGE 3 DE 5 PAGES
3. Original or
Revision No.

- | | |
|--|---|
| <ul style="list-style-type: none"> - Una serie de cursos de adiestramiento regionales en administración y finanzas. - Organización de una nueva oficina central para la Asociación de Municipalidades. - Servicios de asesoría a entidades locales. - Estudios sobre el gobierno municipal efectuados por estudiantes universitarios. - Proyectos de investigación sobre necesidades para el desarrollo municipal. - Programas de estudio y orientación a estudiantes de secundaria por todo el país. - Ayuda para organizar congresos nacionales anuales sobre gobierno municipal. - Publicación de materiales de adiestramiento, libros, estudios, formularios y tesis sobre gobierno municipal. - Estudios de investigación sobre gobierno municipal efectuados por grupos de estudiantes extranjeros que trabajen con personal guatemalteco. - Viajes de estudio a Venezuela y Estados Unidos de América por cuatro grupos de funcionarios del gobierno municipal. | <ul style="list-style-type: none"> - A series of regional training courses in administration and finances. - Organization of a new central office for the Association of Municipalities. - Consultant services for local entities. - Local government studies by University students. - Research projects on local development needs. - Study programs and orientations for secondary school students throughout the country. - Assistance in organizing annual national municipal government congresses. - Publication of training materials, books, studies, forms, and thesis on local government. - Local government research studies by groups of foreign students working with Guatemalan counterparts. - Study visits by four groups of local government officials to Venezuela and the United States. |
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For the Cooperating Government or Agency
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ANNEX

PROJECT AGREEMENT
BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2

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Revised No.

PUBLIC ADMINISTRATION (Municipal)

- Participación en congresos y seminarios internacionales de gobierno municipal.
- Nombramiento de voluntarios del Cuerpo de Paz para trabajar con funcionarios municipales.
- El estudio y preparación de propuestas para leyes nuevas y reglamentos respectivos para la operación del gobierno municipal y la Asociación de Municipalidades.

- Participation in international municipal government seminars and congresses.
- Assignment of Peace Corps volunteers to work with local officials.
- The study and preparation of proposals for new legislation and governing regulations for the municipal government operations, and the operation of the Municipal Association.

B. La Misión ADI a solicitud del Gobierno de Guatemala ya ha dado, equipo y materiales, adiestramiento, ayuda económica y ayuda técnica al Instituto Nacional de Administración para el Desarrollo (INAD), al Instituto Nacional de Fomento Municipal (INFOM), y a la Asociación Nacional de Municipalidades (ANAM) para ayudar en las actividades de desarrollo del gobierno municipal. Este convenio proporcionará el financiamiento para continuar con los servicios por contrato de un especialista en Administración Pública hasta el 31 de mayo de 1970.

B. USAID, at the request of the Government of Guatemala has provided commodity, training, financial and technical assistance to the National Institute for Development Administration (INAD), the National Institute for Municipal Development (INFOM), and the National Association of Municipalities (ANAM) in support of local government development activities. This Agreement will provide the financing for continuing the contract services of one Public Administration Specialist through May 31, 1970.

IV. RESPONSABILIDADES DE LAS INSTITUCIONES INTERESADAS

IV. RESPONSIBILITIES OF THE PARTIES

A. Las responsabilidades de las instituciones guatemaltecas que participan en el movimiento nacional de desarrollo municipal, incluyendo la evaluación de progreso y la contribución de la Misión ADI, se establecen en los siguientes documentos del programa:

A. The responsibilities of the Guatemalan organizations participating in the local government development movement, including that of progress evaluation, and USAID contribution thereto, are established in the following program documents:

For the Cooperating Government or Agency

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PROJECT AGREEMENT

BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2

2. Agreement No.
70-11.

3. Project/Activity Title

PUBLIC ADMINISTRATION (Municipal)

2. Original or
Duplicate No.

INAD- Convenio de Proyecto 69-7

INAD- Project Agreement 69-7

INAD- P10/C-900111

INAD- P10/C-900111

ANAM, INFOM, and INAD - Memorandum
de Entendimiento del 31 de enero
de 1968.

ANAM, INFOM, and INAD - Memorandum
of Understanding of January 31, 1968

B. La Misión de la OEA, por medio de este convenio está proporcionando nuevos fondos (Año Fiscal 1970) por un monto de Q3,000 para financiar la extensión del periodo de servicios del contratista hasta el 31 de mayo de 1970.

B. USAID, by this agreement, is providing new (FY'70) funds in the amount of \$3,000 to finance the extension of the contractor's services through May 31, 1970.

V. DISPOSICIONES GENERALES

V. GENERAL PROVISIONS

A. Las Disposiciones Generales, Anexo B, forman parte de este documento.


A. The Standard Provisions, Annex B, is made a part of this Agreement.

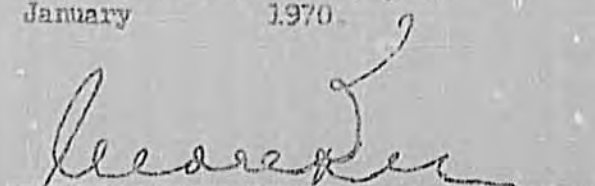
B. El Gobierno de Guatemala acuerda dar publicidad completa a este proyecto cooperativo a través de la prensa, el radio, y la televisión y otros medios apropiados. Tal publicidad identificará al proyecto con la Alianza para el Progreso.

B. The Government of Guatemala agrees to give full publicity to this cooperative project through press, radio, and television and other appropriate means. Such publicity will identify the project with the Alliance for Progress.

Firmado en los idiomas español e inglés a los 27 días del mes de Enero de 1970.

Signed in the English and Spanish languages this 27 day of January 1970.


Mr. José Luis Bouscayrol,
Ministro de Economía


Mr. S. Morey Bell, Acting Director
USAID Mission to Guatemala


Sr. F. José Monsanto, Director, INAD

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

AID 9310-1
(8-64)

PRO AG

A.I.D.
Reference Center
Room 1656 NSID

PROJECT AGREEMENT
BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (NSID),
AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF GUATEMALA

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO.
520-11-790-176.2

PAGE 1 OF 3 PAGES

2. AGREEMENT NO.
70-20

3. ORIGINAL OR

REVISION NO.

PROJECT DESCRIPTION ANNEX A

FOREIGN CURRENCY STANDARD PROVISIONS ANNEX

STANDARD PROVISIONS ANNEX

SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE

PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION

DATE

5. PROJECT DESCRIPTION AND EXPLANATION

(See Annex A attached)

ECONOMIC COOPERATION AGREEMENT

DATE

6. AID APPROPRIATION SYMBOL

7. AID ALLIANCE SYMBOL

72-1101010

095-50-520-00-69-02

8. AID FINANCING

DOLLARS LOCAL CURRENCY

PREVIOUS TOTAL (A)

INCREASE (B)

DECREASE (C)

TOTAL TO DATE (D)

(a) Total

35,900

35,900

(b) Contract Services

17,000

17,000

(c) Commodities

2,900

2,900

(d) Other Costs

16,000

16,000

9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT

(a) Total

(b) Technical and other Services

(c) Commodities

(d) Other Costs

10. SPECIAL PROVISIONS (Use Fullform) Conditions Eliminate, if Necessary)

VEASE LA SIGUIENTE HOJA

SEE NEXT PAGE

11. DATE OF ORIGINAL AGREEMENT
June 11, 1970

12. DATE OF THIS REVISION

13. REVISIONS (DATE) DATE

December 31, 1971

14. FOR THE COOPERATING GOVERNMENT OR AGENCY

15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT

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TITLE:

TITLE:

JRD
Korke
SE/DD

DPhillips
PRM

FWEverts
S&CA

NIA
R/Hale
CONT.

**PROJECT AGREEMENT
BETWEEN AID AND**

THE MINISTRY OF ECONOMY

**AN AGENCY OF THE GOVERNMENT OF
GUATEMALA**

1. Project/Activity No.
520-11-790-176.2

2. Agreement No.
70-29

3. Project/Activity Title
PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

3. Original or
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Este convenio reemplaza al Convenio 70-11 efectivo el 31 de mayo de 1970. El balance de fondos sobrantes al 31 de mayo de 1970 serán suprimidos.

This Project Agreement supersedes in its entirety Project Agreement 70-11 as of May 31, 1970. Remaining funds balance under Project Agreement 70-11 as of May 31, 1970 will be deobligated.

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía, y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante designada como la Misión ADI) celebran este Convenio con el fin de establecer los objetivos, método y responsabilidades de las partes en la continuación de un programa de mejoramiento de la administración y adiestramiento para las municipalidades de Guatemala.

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy, and the Government of the United States of America, represented by the Agency for International Development (hereinafter referred to as USAID) enter into this agreement in order to establish the objectives, method, and responsibilities of the parties in continuing a management improvement and training program for Guatemalan municipalities.

II. OBJETIVOS

El objetivo a largo plazo de este proyecto es reforzar la capacidad de las entidades del gobierno local de promover el desarrollo cívico, social y económico de sus comunidades.

II. OBJECTIVES

The long term objective of this project is to strengthen the capacity of local government entities to promote the civic, social and economic betterment of their communities.

Los objetivos específicos del proyecto son ayudar al Instituto Nacional de Administración para el Desarrollo (INAD) y la Asociación Nacional de Municipalidades (ANAM) a:

The specific project objectives are to assist the National Institute for Development Administration (INAD), and the National Association of Municipalities (ANAM) to:

For the Cooperating Government or Agency

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PROJECT AGREEMENT

BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF

GUATEMALA

1. Project/Activity No.

520-11-790-176-2

2. Agreement No.

7-1987

3. Project/Activity Title

PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

PAGE 3 OF 5 PAGES

3. Original or
Revision No. _____

A. Continuar proporcionando oportunidades de adiestramiento sobre mejoramiento de técnicas regionales a los oficiales del gobierno local, a nivel municipal.

B. Ayudar a mejorar los servicios de información y recursos en la capital para los oficiales rurales locales.

C. Preparar y publicar periódicamente materiales informativos y de adiestramiento, cartas informativas, modelo de formularios, manuales de guía y otros materiales para mejorar la administración.

D. Prestar servicios de asesoría, en el trabajo, a los oficiales municipales rurales, para permitirles mejorar sus operaciones administrativas, de personal, financieras y de servicio público.

E. Interesar, involucrar y estimular una mayor coordinación entre los oficiales, especialistas del nivel medio, grupos de desarrollo cívico-social, estudiantes y educadores y los oficiales locales y sus programas de mejoramiento comunal.

A. Continue to provide municipal level and regional skills improvement training opportunity for local government officials.

B. Assist in improving information and resource services in the capital in support of rural government officials.

C. Prepare and publish periodic informational and training materials, newsletters, model forms, guidance manuals, and other management improvement aids.

D. Provide job-site consultant services to rural municipal officials to enable them to improve their administrative, personnel, financial and public service operations.

E. Interest, involve, and encourage increased coordination among officials, media specialists, social and civic development groups, students and educators with local officials and their community improvement programs.

For the Cooperating Government or Agency:

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PROJECT AGREEMENT

BETWEEN AID AND

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3. Project/Activity Title

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(Local Government Development/INAD)

III. PLAN DE OPERACIONES

El Instituto Nacional de Administración para el Desarrollo (de aquí en adelante designado como el INAD), en coordinación con la Asociación Nacional de Municipalidades (ANAM), llevará a cabo las siguientes actividades durante el período del 15 de junio de 1970 al 30 de agosto de 1971:

A. Patrocinará **cuatro** cursos de mejoramiento de habilidades para técnicos en gobierno municipal, en **cuatro** regiones del país, con un promedio de 30 participantes por cada uno, y con una duración de 50 horas de instrucción por cada curso.

B. Organizará **cuatro** o más cursos centrales para oficiales del gobierno municipal en las principales cabeceras departamentales. Curso promedio: 50 participantes, 15 horas cada curso.

C. Prestará servicios de asesoría, directamente, y coordinando los servicios de los técnicos del gobierno central, a no menos de veinte entidades del gobierno municipal.

D. Promoverá la participación de oficiales y técnicos del gobierno local en programas de adiestramiento y motivación, de otras organizaciones de adiestramiento en desarrollo rural; estimulando igualmente el

interés y participación de tales
For the Cooperating Government or Agency

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III. PLAN OF ACTION

The National Institute for Development Administration (hereinafter referred to as INAD), coordinating with the National Association of Municipalities (ANAM), will conduct the following activities during the period June 15, 1970, through August 30, 1971:

A. Sponsor four skills improvement courses for municipal government technicians in four regions of the country with an average of 30 participants each, and of an average of 50 hours of instruction, each course.

B. Organize four or more central courses for municipal government officials in the national and principal departmental capital cities. Average course: 50 participants, fifteen hours each.

C. Provide consultant services, directly and by coordinating the services of central government technicians, for not less than 125 municipal government entities.

D. Promote the participation of local government officials and technicians in the training and motivation programs of other rural development training organizations; equally, stimulating the interest and participation of such organization's

For the Agency for International Development

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AID 1800-1A (2-63) PROAG CONTINUATION SHEET ANNEX	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176 2	PAGE 5 OF 13 PAGES
		2. Agreement No. 70-20	3. <input type="checkbox"/> Original or Revision No.
		3. Project/Activity Title PUBLIC ADMINISTRATION, MUNICIPAL (Local Government Development/INAD)	

directores y adiestradores de tales organizaciones en cursos de gobierno municipal. Cuatro cursos de 15 horas cada uno para un total de 100 participantes.

directors and trainers in municipal government courses. Four courses of fifteen hours each for a total of 100 participants.

E. Adquirirá los recursos y asistencia técnica y financiera de otras instituciones públicas y privadas para proporcionar programas de mejoramiento, la publicación de cuatro guías de operaciones y cinco formularios modelo para el uso de técnicos y oficiales locales.

E. Enlist the resources, technical assistance, and financial support of other private and public organizations in providing improvement programs, the publication of four operational guides and five model forms for the use of local officials and technicians.

G. Prestará ayuda en la organización del IX Congreso Nacional de Municipalidades, con una duración de 3 días, para un grupo aproximado de 800 participantes.

G. Assist in the organization of the IX National Congress of Municipalities. Three days duration, estimated 800 local government official participants.

H. Promoverá la publicación periódica de una carta informativa municipal diseñada para despertar el interés y asistencia pública para el Movimiento de Desarrollo Municipal; para proporcionar información a los empleados locales del servicio público; y para promover la provisión y utilización de las habilidades y recursos del sector público y privado por medio de las unidades del gobierno local.

H. Promote the periodic publication of a municipal newsletter designed to enlist public interest and support for the Municipal Development Movement; to provide information to local public service employees; and to promote the provision and utilization of national and private sector skills and resources by local government units.

IV. EVALUACION
 Este proyecto será revisado y evaluado continuamente por INAD y la Misión ADI. Esta evaluación servirá para asegurar que el proyecto lleve a cabo los

IV. EVALUATION
 This project will be continually reviewed by INAD and by USAID. Evaluation will serve to assure that the project achieves its stated

For the Cooperating Government or Agency

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PROJECT AGREEMENT

BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF
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1. Project/Activity No.

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objetivos indicados. Además, el INAD establecerá medidas de evaluación al final de cada actividad para que cada nueva actividad se beneficie de la experiencia obtenida por el proyecto. El INAD proporcionará a la Misión ADI un informe de **progreso** del proyecto juntamente con cada solicitud de reembolso de fondos.

objectives. In addition, INAD will establish end-of-activity evaluation measurements so that each new activity will benefit from project operating experience gained. INAD will provide USAID with a project progress report along with each request for funds reimbursement.

V. PLAN PARA EJECUCION DEL PROGRAMA

A. El INAD y la Misión ADI prepararán conjuntamente un plan detallado de ejecución, indicando los objetivos, contribuciones monetarias y pasos a tomar por todos los interesados en este Convenio. El Plan de Ejecución será firmado por el Asesor a cargo del proyecto de la Misión ADI y por el Director del INAD, y estará sujeto a enmiendas por acuerdo mutuo según indique la experiencia obtenida en el proyecto.

V. PROJECT IMPLEMENTATION PLAN

A. INAD and USAID will prepare jointly a detailed implementation plan setting forth targets inputs and actions to be taken by all parties to this Agreement. The implementation plan will be signed by the USAID Project Advisor, and the Director, INAD, and be subject to amendment by mutual agreement as operating experience dictates.

B. El Plan de Ejecución gobernará las operaciones del proyecto, y las enmiendas al mismo no necesariamente requerirán la enmienda formal de este Convenio de Proyecto, aún cuando las disposiciones detalladas de los dos documentos puedan estar en conflicto.

B. The implementation plan will govern project operations, and amendments to it will not necessarily require formal revision of this Project Agreement, even though detailed provisions of the two documents may be in conflict.

C. Si no se llegara a un acuerdo con respecto a los términos del Plan de Ejecución y sus enmiendas, o si cualquiera de los interesados dejara de cumplir con las responsabilidades aquí indicadas, esto sería causa suficiente para que cualquiera de las

C. Failure to reach agreement as to the terms of the implementation plan or its amendments, or failure by either party to fulfill its responsibilities thereto, will be sufficient cause for either party to terminate this Agreement.

For the Cooperating Government or Agency

For the Agency for International Development

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	AN AGENCY OF THE GOVERNMENT OF GUATEMALA	2. Project/Activity Title PUBLIC ADMINISTRATION, MUNICIPAL (Local Government Development/INAD)	

partes pudiera dar por terminado este Convenio.

VI. RESPONSABILIDADES DE LOS INTERESADOS

A. La Misión ADI por este medio conviene en prestar la siguiente ayuda al INAD:

"Servicios por Contrato"

Un Asesor Norteamericano en Administración Pública por un período de 14 meses (transporte, alojamiento y otros gastos) Q. 17,000

"Equipo y Materiales"

Un vehículo, tipo camioncillo similar Q. 2,900

"Otros Gastos" Total Q. 16,000
Un Jefe de Proyecto del Gobierno Local Q. 4,500

Dos Adiestradores Q. 7,340

Mantenimiento de vehículos, seguro y gastos de operación Q. 2,160

Viáticos Q. 1,000

Materiales para el adiestramiento local Q. 1,000

(Los detalles de "Otros Gastos" son estimaciones y pueden variar hasta un 15% entre los artículos, según

VI. RESPONSIBILITIES OF THE PARTIES

A. USAID hereby agrees to provide the following support to INAD:

"Contract Services"

One US Public Administration Advisor for a 14 month period (transportation, housing and allowances) \$17,000

"Commodities"

One vehicle, station wagon or equal type \$ 2,900

"Other Costs" Total \$16,000
One Local Government Project Chief \$ 4,500

Two training technicians \$7,340

Vehicle maintenance, insurance, operation \$ 2,160

Per-diem expenses \$ 1,000

Local Training Materials \$ 1,000

("Other Costs" breakdowns are estimates and may vary between items up to 15% as agreed to by

For the Cooperating Government or Agency

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PROJECT AGREEMENT
BETWEEN AID AND

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1. Project/Activity No.

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70-20

3. Project/Activity Title

PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

PAGE 2 OF 3 PAGES

3. Original or

Revision No.

sea convenido entre el INAD y el monitor del proyecto de la Misión ADI.

INAD and the USAID project monitor.

B. El INAD conviene en:

B. INAD agrees:

1. Establecer dentro de su organización una unidad de desarrollo de gobierno local separada e identificable; asignar a un jefe permanente o dirigente del proyecto con responsabilidad y autoridad para realizar el proyecto; asignar al INAD recursos para el desarrollo del gobierno local, y la asistencia prestada dentro de este Convenio a la unidad.

1. To establish within its organization a separate and identifiable local government development unit; assign a permanent chief or project leader, with designated responsibility and authority to conduct the project; assign INAD resources for local government development, and the assistance provided under this Agreement, to the unit.

2. Seleccionar, emplear y supervisar a todo el personal del proyecto; y ninguna persona que no sea aceptable a ambas partes será empleada.

2. That INAD will select, employ and supervise all personnel in the project, and no person will be employed who is not acceptable to both parties.

3. Todas las compras locales de artículos y materiales que se hagan con fondos proporcionados por la Misión ADI sean restringidas a aquellos artículos de origen local o norteamericano, excepto según sea autorizado por escrito por la Misión ADI.

3. That all local purchases of supplies and materials utilizing USAID funding shall be restricted to those items of United States or Guatemalan origin, except as otherwise specifically authorized in writing by USAID.

4. Que todas las compras locales de artículos incluidos en la lista de precios emitida trimestralmente por la Oficina del Presupuesto del Ministerio de Economía no excedan de los precios establecidos ahí. Todas las otras compras serán hechas a los precios más bajos que se puedan obtener

4. That all local purchases of items included in the Guatemalan Ministry of Finance Budget Office quarterly contract price list will not exceed the prices established therein. All other purchases will be made at the lowest prices obtainable and with the discounts

For the Cooperating Government or Agency

VEASE LA ULTIMA HOJA

SIGNATURE: _____ DATE: _____
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For the Agency for International Development

SEE LAST PAGE

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AID 1830-1A (6-33) PROAG CONTINUATION SHEET ANNEX	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY	1. Project/Activity No. 520-11-790-176.2	PAGE <u>9</u> OF <u>13</u> PAGES
		2. Agreement No. 70-20	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	AN AGENCY OF THE GOVERNMENT OF GUATEMALA	3. Project/Activity Title PUBLIC ADMINISTRATION, MUNICIPAL (Local Government Development/INAD)	

y con los descuentos usualmente proporcionados a la Misión ADI y a otras instituciones. ordinarily available to USAID and other institutions.

5. Que todos los pagos de viáticos no excedan los establecidos por el Gobierno de Guatemala para sus empleados a niveles de salario equivalentes, de acuerdo con las zonas del país y duración del período que se encuentren fuera de su residencia permanente. 5. That all payments for per diem will not exceed those established by the Government of Guatemala for its personnel for equivalent salary levels, country areas, and duration of period away from permanent residence.

6. Que a pesar de que el título del vehículo obtenido a través de este Convenio estará a nombre del INAD, el INAD, en caso de rescisión o terminación del proyecto, traspasará el título a la Misión ADI o a cualquier otra agencia designada por la misma; que el INAD restringirá el uso del vehículo a los propósitos de este Convenio. 6. That although title to the vehicle procured through this agreement shall be in the name of INAD, INAD will, in the event of the project's cancellation or termination, pass the title to USAID or to any other agency designated by USAID, and INAD will restrict the use of the vehicle to the purposes of this Agreement.

7. Las tarifas de salario de compensación establecidas por el INAD para este proyecto con fondos de la Misión ADI, no excederán de las tarifas prevalencientes en el Gobierno de Guatemala para trabajos, responsabilidades y requisitos similares. 7. The salary and compensation rates established by INAD for this project with USAID financing, will not exceed the rates prevailing in the Guatemalan government for equivalent duties, responsibilities, and qualification requirements.

8. Que la contribución financiera de la Misión ADI es para los propósitos del proyecto y no implica que la Misión ADI tenga una relación de patrón hacia ~~those persons employed by INAD;~~ 8. That the USAID financial contribution is for the purposes of the project, and does not imply an employer relationship by USAID for

For the Cooperating Government or Agency VEASE LA ULTIMA HOJA SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SEE LAST PAGE SIGNATURE: _____ DATE: _____ TITLE: _____
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**PROJECT AGREEMENT
BETWEEN AID AND**

THE MINISTRY OF ECONOMY

**AN AGENCY OF THE GOVERNMENT OF
GUATEMALA**

1. Project/Activity No.
520-11-790-176.2

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2. Agreement No. 70-20

3. Original or
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3. Project/Activity Title
**PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)**

aquellas personas empleadas por el INAD; y que el INAD, y no la Misión ADI, asume toda la responsabilidad de dichos empleados en lo que respecta a seguro social, indemnización, seguro, vacaciones y otras obligaciones requeridas del patrón por la ley o costumbre guatemalteca.

that INAD, and not USAID, assumes all responsibilities for said employees as to social security, indemnization, insurance, leave, and all other employer obligations required by Guatemalan law or custom.

VII. EMPLEO DEL CONTRATISTA NORTEAMERICANO

La Misión ADI proporciona, por medio de este Convenio, los fondos para la contratación de un Técnico norteamericano en Administración Pública, por un período de 14 meses. El INAD será responsable de obtener cualquier documentación necesaria del Gobierno de Guatemala. El INAD conseguirá la aprobación de la Oficina de Contratos de la Misión ADI en relación con la forma y condiciones del contrato propuesto.

VII. EMPLOYMENT OF US CONTRACTOR

USAID provides, by this Agreement, the funds for the contracting of a U.S. Public Administration Technician for a 14 month period. INAD is responsible for obtaining any necessary Guatemala Government documentation. INAD will secure the approval of the USAID Contract Office as to the form and provisions of the proposed contract.

VIII. CONDICIONES FINANCIERAS

A. El INAD será designado como el "Agente Autorizado" para usar los fondos subobligados bajo el PIO/T para proporcionar "servicios de contrato", casilla 8, (b), página 1.

VIII. FINANCIAL PROVISIONS

A. INAD will be designated as "Authorized Agent" under PIO/T subobligating funds provided under "contract services", block 8, (b), page one.

B. La Misión ADI tramitará la compra de "artículos y equipo" según se ha indicado en la casilla 8, (c), página uno, de acuerdo con sus procedimientos regulares.

B. USAID will process the purchase of "commodities" as provided under block 8, (c), page one, in accordance with its regular procedures.

For the Cooperating Government or Agency

VEASE LA ULTIMA HOJA

For the Agency for International Development

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SIGNATURE: _____ DATE: _____
TITLE: _____

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TITLE: _____

**PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY**

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176 2

2. Agreement No.
70-20

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3. Original or
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3. Project/Activity Title
**PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)**

C. El reembolso por los artículos de "otros gastos" será hecho por la Misión ADI de acuerdo con los términos del Convenio al recibir el Comprobante de Pago 1034 en original y dos copias, acompañado de un reporte indicando el progreso realizado en el logro de los objetivos establecidos en el proyecto.

C. Reimbursement for the "other costs" items will be made by USAID under the terms of the agreement upon receipt of Standard Form 1034 voucher in original and two copies, accompanied by a report detailing the progress being made in accomplishing the objectives established for the project.

D. Se autoriza un pago inicial de Q.4,000 para iniciar un fondo de anticipos que será depositado en una cuenta bancaria corriente y separada, y que se usará exclusivamente para pagar "Otros Gastos" reembolsables, permitidos bajo este Convenio.

D. An initial advance payment of \$4,000 for the initiation of an imprest fund, to be deposited in a separate non-interest bearing account and to be used exclusively for payment of allowances reimbursable under "Other Costs" expenses under this agreement is hereby authorized.

E. Después de hacer el anticipo inicial, arriba mencionado, la Misión ADI reembolsará al INAD una cantidad igual a la de los gastos reportados en moneda local para reponer nuevamente el fondo de anticipos. La Misión ADI reembolsará al fondo contra recibo de los comprobantes, hasta que el total de reembolsos más el anticipo inicial sumen la cantidad de Q.16,000. De aquí en adelante, los comprobantes que sean presentados por razón de gastos locales por el INAD no se reembolsarán sino que se aplicarán como comprobantes "no pagaderos" para liquidar la suma restante del fondo. En caso de que el monto total de los comprobantes subsiguientes no fuera suficiente para liquidar la cantidad restante del anticipo, el INAD, a solicitud del

E. After making the initial advance, indicated above, USAID will reimburse INAD an amount equal to the reported local currency expenditures in order to replenish the advance in fund on an imprest basis. USAID will reimburse the fund upon submission of vouchers, until such time as the total reimbursement affected added to the initial advance equals the amount of \$16,000. Thereafter, vouchers from local expenditures submitted by INAD will not be reimbursed but will be considered as "no pay" vouchers to liquidate the remaining outstanding advance. In the event that the total amount of subsequent vouchers is insufficient to liquidate the amount of the outstanding advance, INAD will refund the

For the Cooperating Government or Agency

For the Agency for International Development

VEASE LA ULTIMA HOJA
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TITLE: _____

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TITLE: _____

**PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY**

**AN AGENCY OF THE GOVERNMENT OF
GUATEMALA**

1. Project/Activity No.

520-11-790-176

2. Agreement No.

70-20

3. Project/Activity Title

**PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)**

PAGE 12 OF 13 PAGES

3. Original or

Revision No.

Contralor de la Misión ADI, devolverá la diferencia.

difference to the Controller of USAID upon request.

IX. DISPOSICIONES GENERALES

A. El Anexo B de Disposiciones Generales (adjunto a este documento) forma parte del mismo.

IX. GENERAL PROVISIONS

A. The attached Standard Provisions (Annex B) is made a part of this Agreement.

B. El Gobierno de Guatemala y el INAD Convienen en dar entera publicidad a este proyecto cooperativo a través de la prensa, la radio, la televisión y otros medios apropiados. Dicha publicidad identificará al proyecto con la Alianza para el Progreso.

B. The Government of Guatemala and INAD agree to give full publicity to this cooperative project through press, radio, television, and other appropriate means. Such publicity will identify the project with the Alliance for Progress.

For the Cooperating Government or Agency

VEASE LA ULTIMA HOJA

SIGNATURE: _____ DATE: _____

TITLE: _____

For the Agency for International Development

SEE LAST PAGE

SIGNATURE: _____ DATE: _____

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PROJECT AGREEMENT

BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.

520-11-790-176. 2

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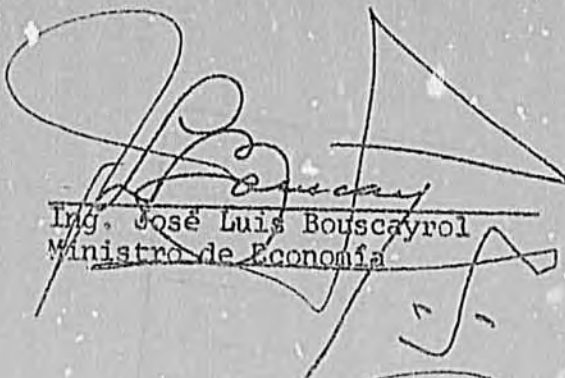
3. Original or
Revision No.

3. Project/Activity Title

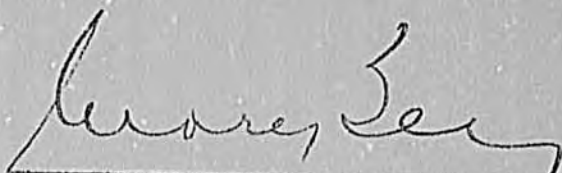
PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

Firmado en los idiomas español
e inglés a los 11 días del
mes de junio de 1970.

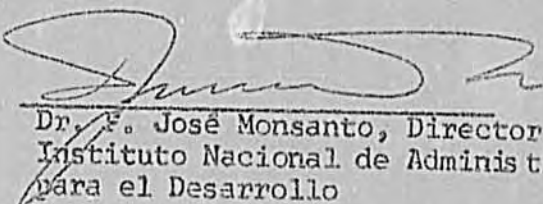
Signed in the English and Spanish
languages this 11th day of June
1970.



Ing. José Luis Bouscayrol
Ministro de Economía



S. Morey Bell, Associate Director
USAID Mission to Guatemala



Dr. F. José Monsanto, Director
Instituto Nacional de Administración
para el Desarrollo

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____

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TITLE: _____

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PROJECT AGREEMENT
 BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
 AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
 THE MINISTRY OF ECONOMY
 AN AGENCY OF THE GOVERNMENT OF GUATEMALA

Reference Center
Room 1-656 NS

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO. PAGE 1 OF 2 PAGES
 520-11-790-176 2
 2. AGREEMENT NO. 3. [X] ORIGINAL OR
 71-7 REVISION NO.

PROJECT DESCRIPTION ANNEX A FOREIGN CURRENCY STANDARD PROVISIONS ANNEX
 STANDARD PROVISIONS ANNEX SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE
PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE
9/1/54

5. PROJECT DESCRIPTION AND EXPLANATION
(See Annex A attached)

ECONOMIC COOPERATION AGREEMENT DATE

6. AID APPROPRIATION SYMBOL 7. AID ALLOTMENT SYMBOL

(Other) DATE

72-1111010 195-50-520-00-69-11

B. AID FINANCING	PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
<input checked="" type="checkbox"/> DOLLARS <input type="checkbox"/> LOCAL CURRENCY				

(a) Total		8,400		8,400
-----------	--	-------	--	-------

(b) Contract Services				
-----------------------	--	--	--	--

(c) Commodities				
-----------------	--	--	--	--

(d) Other Costs		8,400		8,400
-----------------	--	-------	--	-------

C. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT	PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
<input type="checkbox"/> DOLLARS <input type="checkbox"/> LOCAL CURRENCY				

(a) Total				
-----------	--	--	--	--

(b) Technical and other Services				
----------------------------------	--	--	--	--

(c) Commodities				
-----------------	--	--	--	--

(d) Other Costs				
-----------------	--	--	--	--

10. SPECIAL PROVISIONS (Use Additional Conditions Sheets, if Necessary)

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SEE NEXT PAGE

11. DATE OF ORIGINAL AGREEMENT October 14, 1970	12. DATE OF THIS REVISION	13. ESTIMATED FINAL CONTRIBUTION DATE December 31, 1971
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14. FOR THE COOPERATING GOVERNMENT OR AGENCY
 VEASE LA ULTIMA HOJA
 SIGNATURE _____ DATE _____
 TITLE _____

15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT
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 TITLE _____

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ANNEX "A"

PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY
AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176 2
2. Agreement No.
71-7
3. Project/Activity Title
PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

PAGE 2 OF 5 PAGES
2 X Original
Revision No.

INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía y el Gobierno de los Estados Unidos de Norteamérica, representado por la Agencia para el Desarrollo Internacional (ADI) celebran este Convenio con el fin de prestar asistencia técnica al programa de mejoramiento del Gobierno Municipal del Instituto Nacional de Administración para el Desarrollo (INAD).

II. OBJETIVO

El objetivo de este proyecto es prestar asistencia al Instituto de Administración para el Desarrollo (en adelante designado como "INAD"), para obtener los servicios profesionales de un técnico en planificación urbana y regional para que trabaje con la Unidad de Gobierno Local del Instituto, en los programas de investigación y adiestramiento.

III. PLAN DE ACCION

Durante los últimos 4 años, el INAD, en coordinación con organizaciones nacionales, regionales y municipales, ha organizado una serie de actividades con el fin de (a) despertar el interés de los estudiantes universitarios hacia los problemas del gobierno local, a través de un programa de estudios académicos y estudios en

For the Cooperating Government or Agency

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TITLE: _____

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy, and the Government of the United States of America, represented by the Agency for International Development (AID), enter into this agreement in order to provide technical support to the municipal government improvement program of the National Institute for Development Administration (INAD).

II. OBJECTIVE

The objective of this project is to assist the National Institute for Development Administration (hereinafter referred to as "INAD") to employ on a direct hire basis the professional services of an urban and regional planner to work with the Institute's Local Government Development Unit in research and training programs.

III. PLAN OF ACTION

INAD has, over the past four years sponsored a variety of improvement activities in coordination with national, regional and municipal organizations, designed to (a) interest university students in the problems of local government through an academic studies program and field studies; (b) provide instruction for municipal councils, mayors,

For the Agency for International Development

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PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY
AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2
2. Agreement No.
71-7
3. Project/Activity Title
PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

PAGE 3 OF 5 PAGES
3. Original or
Revised No.

el campo; (b) impartir instrucción a los concejales, alcaldes, secretarios ejecutivos, tesoreros y otros empleados municipales; (c) involucrar a las organizaciones gubernamentales y cívicas en el desarrollo municipal por medio de programas de información y de orientación, y seminarios; (d) proporcionar nuevos recursos para el gobierno municipal a través de una mejor administración financiera y de reformas en el presupuesto; (e) prestar asistencia en la preparación de una legislación más favorable al desarrollo del gobierno local.

executive secretaries, treasurers, and other municipal employees; (c) involve central government and civic organizations in municipal development through information, orientation and seminar programs; (d) provide new resources for municipal government through improved financial management, and budget reforms; (e) assist in securing legislation favorable to local government development.

Los servicios profesionales proporcionados por medio de este documento permitirán al INAD mejorar sus programas de educación e instrucción, así como la capacidad del personal, y proporcionar a las municipalidades de las ciudades grandes, una mejor asesoría en sus operaciones de planificación.

The professional services provided hereby will enable INAD to improve its educational and instruction programs, increase staff capacity, and provide the larger municipalities with specialized consultant assistance in their planning operations.

IV. RESPONSABILIDADES DE LAS PARTES

IV. RESPONSIBILITIES OF THE PARTIES

A. La Misión ADI por este medio conviene en proporcionar al INAD una cantidad no mayor de Q8,400.00 para obtener los servicios de un técnico en planificación urbana y regional, por un período de un año.

A. The Agency for International Development hereby agrees to provide up to Q8,400.00 to INAD to secure the services of an Urban and Regional Planner for a period of one year.

B. El INAD conviene en:

B. INAD agrees:

1. Que seleccionará, empleará y supervisará a dicho técnico, y asumirá

1. That INAD will select, employ, supervise, and assume all

For the Cooperating Government or Agency
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For the Agency for International Development
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TITLE: _____

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(C-63)

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ANNEX "A"

PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY
AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2

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2. Agreement No.
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3. [X] Original
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3. Project/Activity Title

PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

todas las obligaciones como patro-
no según la ley o costumbre guate-
malteca; que el técnico estará
capacitado para desempeñar su pues-
to a un nivel de post-graduado en
planificación regional y urbana;
que la persona seleccionada sea acep-
tada por los firmantes de este con-
venio; que el nivel de sueldo sea
justificado por una constancia de
lo que la persona seleccionada haya
ganado anteriormente; que el sueldo
no exceda de lo pagado por las uni-
versidades locales por servicios si-
milares; y que el empleado trabaje
40 horas a la semana.

obligations of employer under
Guatemalan law or custom for the
person selected for the position;
that the employee will be quali-
fied at the post-graduate level
in urban-regional planning; that
the person so selected will be
acceptable to both parties to the
agreement; that the salary level
will be justified by evidence of
past earnings level and will not
exceed that paid by local uni-
versities for equivalent services;
and that the employee will work a
40 hour week.

V. DISPOSICIONES GENERALES Y
FINANCIERAS

A. La Misión ADI reembolsará al
INAD los gastos de los servicios
proporcionados bajo este convenio,
al recibir el comprobante 1034 y
los recibos correspondientes.

B. Las Disposiciones Generales
(Anexo B) forman parte de este do-
cumento.

V. GENERAL AND FINANCIAL PROVI-
SIONS

A. Reimbursement for the costs of
the services provided under this
agreement will be made to INAD by
AID upon receipt of Standard Form
Voucher 1034 and appropriate sup-
porting documents.

B. The Standard Provisions
(Annex B) are incorporated as
part of this agreement.

For the Cooperating Government or Agency

VEASE LA ULTIMA HOJA

SIGNATURE: _____ DATE: _____

TITLE: _____

For the Agency for International Development

SEE LAST PAGE

SIGNATURE: _____ DATE: _____

TITLE: _____

PROAG
CONTINUATION
SHEET

ANNEX "A"

PROJECT AGREEMENT
BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENT OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.

520-11-790-176.2

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2. Agreement No.

71-7

3. Original or

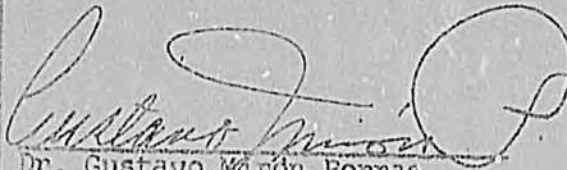
Revision No.

3. Project/Activity Title

PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

Firmado en los idiomas español
e inglés a los 14 días del
mes de octubre de 1970.

Signed in the English and Spanish
languages this 14th day of October
1970.



Dr. Gustavo Mirón Porras
Ministro de Economía



Robert E. Culbertson, Director
USAID Mission to Guatemala



Dr. E. José Monsanto, Director
Instituto Nacional de Administración
para el Desarrollo

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

TITLE: _____

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(2 of 2)

A.I.D. Reference Center
Room 1606 NS

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PROJECT AGREEMENT
BETWEEN THE DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT,
AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
THE MINISTRY OF ECONOMY
AN AGENCY OF THE GOVERNMENT OF GUATEMALA

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO.
520-11-790-175.2

2. AGREEMENT NO.
71-14

A. PROJECT/ACTIVITY TITLE
PUBLIC ADMINISTRATION (MUNICIPAL)
(LOCAL GOVERNMENT DEVELOPMENT/INAD)

B. PROJECT DESCRIPTION AND LOCATION
(When Applicable)

1. FBI APPROXIMATE NUMBER
72-1111010

2. AID AGENCY SYMBOL
195-50-520-00-89-17

PROJECT DESCRIPTION INDEX A FOREIGN CURRENCY START AND PROVISIONS INDEX

STANDARD PROVISIONS INDEX SPECIAL LOAN PROVISIONS INDEX

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE
Sept. 1, 1954

ECONOMIC COOPERATION AGREEMENT DATE

(Other) DATE

3. AID FINANCING FOREIGN LOCAL CURRENCY

	PREVIOUS TOTAL (\$)	INCREASE (\$)	DECREASE (\$)	TOTAL FINANCING (\$)
(a) Total		1,600		1,600

(b) Contract Services				
-----------------------	--	--	--	--

(c) Commodities				
-----------------	--	--	--	--

(d) Other Costs		1,600		1,600
-----------------	--	-------	--	-------

4. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT				
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(a) Total				
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(b) Technical and other Services				
----------------------------------	--	--	--	--

(c) Commodities				
-----------------	--	--	--	--

(d) Other Costs				
-----------------	--	--	--	--

(e) NATIONAL PROVISIONS (See Instructions on Reverse Sheet 2 of Agency)

11. DATE OF ORIGINAL AGREEMENT
November 27, 1970

12. DATE OF THIS REVISION

13. GUATEMALAN SIGNATURE DATE
December 31, 1971

14. FOR THE COOPERATING GOVERNMENT OR AGENCY
Véase la última página

15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT
See the last page

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

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ANEX A

PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2
2. Agreement No.
71-14
3. Project/Activity Title

PROG. 2076, PAGES
3. Original
Revision No.

PUBLIC ADMINISTRATION (MUNICIPAL)
(LOCAL GOVERNMENT DEVELOPMENT/INAD)

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía, y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante designada como la Misión ADI), acuerdan por medio de este convenio establecer los objetivos, método y responsabilidades de los interesados para continuar las actividades de desarrollo del gobierno municipal.

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy, and the government of the United States of America, represented by the Agency for International Development (hereinafter referred to as USAID) enter into this agreement in order to establish the objectives, method, and responsibilities of the parties in continuing local government development activities.

II. OBJETIVO

El objetivo de este Convenio es fomentar el desarrollo de las municipalidades guatemaltecas de Cuarta Categoría (las más pequeñas, remotas y menos privilegiadas) mediante la participación de sus miembros en la IX Asamblea Nacional de Municipalidades.

II. OBJECTIVE

The objective of this Agreement is to further enhance development of Guatemalan municipalities of the 4th Category (smallest, most remote and least privileged villages) through increased attendance by municipal officials at the IX National Assembly of Municipalities.

III. DESCRIPCION DEL PROYECTO

A. Durante los años pasados, el Gobierno de Guatemala ha auspiciado una serie de actividades por medio de entidades del gobierno nacional y municipal para mejorar el gobierno municipal de acuerdo con el concepto de "Socios para el Desarrollo" incorporado en la Declaración de Panajachel.

III. PROJECT DESCRIPTION

A. During the past years, the Government of Guatemala has sponsored a variety of activities through national and municipal government entities to improve local government in accordance with the "Partners for Development" concept incorporated in the Declaration of Panajachel.

Estas actividades incluyeron:

- Cursos de instrucción programada para funcionarios municipales.

These activities have included:

- Programmed instruction courses for local officials.

For the Cooperating Government or Agency

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TITLE _____

For the Agency for International Development

See the last page

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AGENT A

PROJECT AGREEMENT
BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENT OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2

PAGE 3 OF 6 PAGES

2. Agreement No.
71-14

3. Original or
Revision No.

3. Project/Activity Title

PUBLIC ADMINISTRATION (MUNICIPAL)
(LOCAL GOVERNMENT DEVELOPMENT/INAD)

- Una serie de cursos de adiestramiento regionales en administración y finanzas.
 - Organización de una nueva oficina central para la Asociación Nacional de Municipalidades.
 - Servicios de asesoría a entidades locales.
 - Estudios sobre el gobierno municipal efectuados por estudiantes universitarios.
 - Ayuda para organizar asambleas nacionales municipales.
 - Publicación de materiales de adiestramiento, libros, estudios, formularios y tesis sobre gobierno municipal.
 - Viajes de estudio a Venezuela y Estados Unidos de América por grupos de funcionarios del gobierno municipal.
 - Participación en congresos y seminarios internacionales de gobierno municipal.
 - Nombramiento de voluntarios del Cuerpo de Paz para trabajar con funcionarios municipales.
 - El estudio y preparación de propuestas para leyes nuevas y reglamentos respectivos para el gobierno municipal y para la operación de la Asociación de Municipalidades.
- A series of regional training courses in administration and finances.
 - Organization of a new central office for the National Association for Municipalities.
 - Consultant services for local entities.
 - Local government studies by University students.
 - Assistance in organizing national municipal assemblies.
 - Publication of training materials, books, studies, forms, and thesis on local government.
 - Study visits by groups of local government officials to Venezuela and the United States.
 - Participation in international municipal government seminars and congresses.
 - Assignment of Peace Corps volunteers to work with local officials.
 - The study and preparation of proposals for new legislation and governing regulations for the municipal government, and the operation of the Municipal Association.

For the Cooperating Government or Agency

Véase la última página

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For the Agency for International Development

See the last page

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PROJAB
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AGENCY ... A

**PROJECT AGREEMENT
BETWEEN AID AND**

THE MINISTRY OF ECONOMY

**AN AGENCY OF THE GOVERNMENT OF
GUATEMALA**

1. Project/Activity No.
520-11-790-176.2

2. Agreement No.
71-14

3. Project/Activity Title
**PUBLIC ADMINISTRATION (MUNICIPAL)
(LOCAL GOVERNMENT DEVELOPMENT/INAD)**

PAGE 4 OF 6 PAGES

Original

Revised/Revised

B. La Misión ADI a solicitud del Gobierno de Guatemala ya ha dado equipo y materiales, adiestramiento, ayuda económica y ayuda técnica al Instituto Nacional de Administración para el Desarrollo (INAD), al Instituto Nacional de Fomento Municipal (INFOM), y a la Asociación Nacional de Municipalidades (ANAM) para ayudar en las actividades de desarrollo del gobierno municipal.

Este Convenio proporcionará financiamiento para que los oficiales municipales de Cuarta Categoría asistan a la IX Asamblea Nacional de Municipalidades. Estos oficiales municipales cuentan con recursos financieros muy limitados, y no podrían asistir a la Asamblea sin la asistencia que se proporcionará mediante este convenio.

C. Se calcula que el Gobierno de Guatemala y ANAM gastarán para la IX Asamblea, la cantidad de 06,000.

IV. RESPONSABILIDADES DE LAS INSTITUCIONES INTERESADAS

A. La Agencia para el Desarrollo Internacional por este medio conviene en proporcionar al INAD hasta la cantidad de 01,600 para cubrir el gasto de hospedaje y alimentación de 2 representantes de cada una de las 111 municipalidades de Cuarta Categoría, a un costo de 01.70 diarios por persona, durante

B. USAID, at the request of the Government of Guatemala has provided commodity, training, financial and technical assistance to the National Institute for Development Administration (INAD), the National Institute for Municipal Development (INFOM), and the National Association of Municipalities (ANAM) in support of local government development activities.

This Agreement will provide for financial assistance for the officials of municipalities of the 4th class to attend the IX National Assembly of Municipalities. These municipal officials have only limited available financial resources and would not be able to attend the Assembly without the assistance provided for in this agreement.

C. It is estimated that the Guatemala Government and ANAM will spend 06,000 for the IX Assembly.

IV. RESPONSIBILITIES OF THE PARTIES

A. The Agency for International Development hereby agrees to provide up to \$1,600 to INAD to cover the expenses of room and board of two representatives of each of the 111 municipalities of the 4th class at a cost of 01.70 daily per person for the 4 days duration of the IX National Assembly of Municipalities in Hue-

For the Cooperating Government or Agency

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SIGNATURE: _____ DATE: _____

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For the Agency for International Development

See the last page

SIGNATURE: _____ DATE: _____

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PROAG
CONTINUATION
SHEET

ANNEX A

PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY
AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2
2. Agreement No.
71-14
3. Project/Activity Title
PUBLIC ADMINISTRATION (MINICIPAL)
(LOCAL GOVERNMENT DEVELOPMENT/INAD)

3. Original of
Revised No. _____

los cuatro días de duración de la IX Asamblea Nacional de Municipalidades, a celebrarse en Huehuetenango.

huetenango.

B. El INAD conviene en proporcionar una lista de todos los representantes municipales que reciban asistencia bajo este convenio y deberá presentar asimismo a la Misión ADI recibos diarios de todas las personas indicadas en la lista, preparada de acuerdo al modelo que será proporcionado por la Misión ADI.

B. INAD agrees that it will provide a roster of all representatives of municipalities that receive assistance under this agreement and will also present to USAID daily receipts from each person listed in the roster prepared in accordance with an example to be furnished by USAID.

V. DISPOSICIONES GENERALES

V. GENERAL PROVISIONS

A. El reembolso al INAD por los costos de los servicios previstos en este convenio lo hará la Misión ADI al presentarse el comprobante 1034 acompañado de una lista de los oficiales municipales con sus respectivos recibos.


A. Reimbursement for the costs of the services provided under this Agreement will be made to INAD by AID upon receipt of Standard Form Voucher 1034 and a roster of the municipal officials with accompanying receipts.

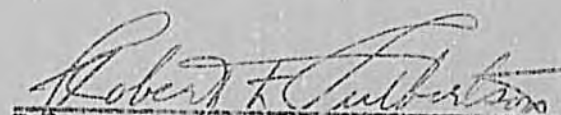
B. Las Disposiciones Generales (Anexo B) forman parte de este documento.

B. The Standard Provisions (Annex B) are incorporated as part of this Agreement.

Firmado en los idiomas español e inglés a los 27 días del mes de noviembre de 1970.

Signed in the English and Spanish languages this 27 day of November 1970.


Dr. Gustavo Mirón Porras
Ministro de Economía


Robert E. Gilbertson, Director
USAID Mission to Guatemala

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

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PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY
AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2

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2. Agreement No.
71-14

3. Original or
Revised No.

3. Project/Activity Title
PUBLIC ADMINISTRATION (MUNICIPAL)
(LOCAL GOVERNMENT DEVELOPMENT/INAD)

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CONTINUATION
SHEET

ANNEX A

Dr. F. José Monsanto, Director
INAD

Lic. Ronaldo Porra-España
Personero del Presidente de la
República

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

PRO AG

**PROJECT AGREEMENT
BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
THE MINISTRY OF ECONOMY**

AN AGENCY OF THE GOVERNMENT OF GUATEMALA

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO.
520-11-790-176.2

PAGE 1 OF 4 PAGES

2. AGREEMENT NO.
71-25

3. ORIGINAL OR
REVISION NO. _____

PROJECT DESCRIPTION ANNEX A FOREIGN CURRENCY STANDARD PROVISIONS ANNEX

STANDARD PROVISIONS ANNEX SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE
PUBLIC ADMINISTRATION (MUNICIPAL)

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE **Sept. 1, 1954**

5. PROJECT DESCRIPTION AND EXPLANATION

(See Annex A attached)

ECONOMIC COOPERATION AGREEMENT DATE _____

6. AID APPROPRIATION SYMBOL

7. AID ALLOTMENT SYMBOL

(other) DATE _____

72-1111010

195-50-520-00-011

8. AID FINANCING	9. PROVIDOR TOTAL (A)	10. EQUIPMENT (B)	11. EQUIPMENT (C)	TOTAL (D)
<input checked="" type="checkbox"/> DOLLARS <input type="checkbox"/> LOCAL CURRENCY				
(a) Total		17,700		17,700
(b) Contract Services		17,700		17,700
(c) Commodities				
(d) Other Costs				
9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT				
(a) Total				
(b) Technical and Other Services				
(c) Commodities				
(d) Other Costs				

10. SPECIAL FINANCING (See Technical Cooperation Agts. II Summary)

VEASE LA SIGUIENTE HOJA

SEE NEXT PAGE

11. DATE OF ORIGINAL AGREEMENT
April 18, 1971

12. DATE OF THIS REVISION

13. ESTIMATED FINAL CONTRIBUTION DATE
December 31, 1972

14. FOR THE COOPERATING GOVERNMENT (BY AGENCY)

15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT

VEASE LA ULTIMA HOJA

SEE LAST PAGE

SIGNATURE _____ DATE _____
TITLE _____

SIGNATURE _____ DATE _____
TITLE _____

JRD
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RLM
CONT

FJM
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PROJECT AGREEMENT

BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA1. Project/Activity No.
520-11-790-176.2

PAGE 2 OF 4 PAGES

2. Agreement No.
71-253. Original or
Revision No.3. Project/Activity Title
PUBLIC ADMINISTRATION (MUNICIPAL)I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía, y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante designado como AID) celebran este Convenio para poder continuar en esta forma el programa de mejoramiento de administración y adiestramiento para las Municipalidades guatemaltecas.

II. OBJETIVO

El objetivo a largo plazo de este proyecto es reforzar la capacidad de las entidades involucradas en el gobierno local para promover el mejoramiento cívico, social y económico de sus comunidades.

III. PLAN DE ACCION

El Instituto Nacional de Administración para el Desarrollo (en adelante designado como INAD), en coordinación con la Asociación Nacional de Municipalidades (ANAM), y el Instituto Nacional de Fomento Municipal (INFOM) llevará a cabo un programa de desarrollo de gobierno local similar en su alcance y contenido al programa descrito en la Sección III del Convenio 70-20. Los detalles de éste serán indicados en una revisión posterior a este Convenio.

For the Cooperating Government or Agency

VEASE LA ULTIMA PAGINA

SIGNATURE: _____ DATE: _____

TITLE: _____

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy, and the Government of the United States of America represented by the Agency for International Development (hereinafter referred to as AID) enter into this agreement to provide for continuation of a management improvement and training program for Guatemalan municipalities.

II. OBJECTIVE

The long term objective of this project is to strengthen the capacity of local government entities to promote the civic, social and economic betterment of their communities.

III. PLAN OF ACTION

The National Institute for Development Administration (hereinafter referred to as INAD), coordinating with the National Association of Municipalities (ANAM), and the Institute of Municipal Development (INFOM), will conduct a local government development program similar in scope and content to that described in Section III of Project Agreement 70-20. The details of this program will be spelled out in a subsequent revision of this Agreement.

For the Agency for International Development

SEE LAST PAGE

SIGNATURE: _____ DATE: _____

TITLE: _____

AID 100-10 10-807 PROAG CONTINUATION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176,2	PAGE <u>3</u> OF 4 PAGES
		2. Agreement No. 71-25	3. <input checked="" type="checkbox"/> Original or Revision No.
		3. Project/Activity Title PUBLIC ADMINISTRATION (MUNICIPAL)	

IV. RESPONSABILIDADES DE LOS INTERESADOS

A. La AID acuerda en financiar los servicios de un Asesor en Desarrollo Municipal a INAD por un periodo de 12 meses, a un costo aproximado de Q17,700 (incluyendo: salario, transporte, alojamiento y alimentación).

B. INAD acuerda:

1. Establecer dentro de su organización, una unidad de desarrollo de gobierno municipal separada e identificable; designar a un jefe permanente o un jefe de proyecto con responsabilidades y autoridad para manejar el mismo; y asignar los fondos de INAD para la unidad de desarrollo del gobierno municipal.
2. Contratar los servicios de un técnico, financiado por AID, conforme el inciso A, anterior, y obtener una aprobación por adelantado de AID respecto a la forma y disposiciones del contrato propuesto.

V. DISPOSICIONES FINANCIERAS

El Contralor de AID será designado como agente fiscal para hacer los pagos respectivos al Contratista. (Véase - Sección IV, B, 2, arriba).

IV. RESPONSIBILITIES OF THE PARTIES

A. AID hereby agrees to finance the contract services of a Municipal Development Advisor to INAD for 12 months at an estimate cost of Q17,700 (including salary, transportation, housing and allowances).

B. INAD agrees:

1. To establish within its organization a separate and identifiable local government development unit; assign a permanent chief or project leader, with designated responsibility and authority to conduct the project; and assign INAD resources for local government development to the unit.
2. To enter into a contract for the services to be financed by AID pursuant to A, above, and to obtain advance approval of AID as to the form and provisions of the proposed contract.

V. FINANCIAL PROVISIONS

The AID Controller shall be designated as fiscal agent for the purpose of making payments to the Contractor. (See - Sec. IV, B, 2, above).

For the Cooperating Government or Agency

For the Agency for International Development

VEASE LA ULTIMA PAGINA
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 TITLE: _____

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 TITLE: _____

PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY

1. Project/Activity No.
520-11-790-176.2

PROAG
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2. Agreement No.
71-25

3. Original or
Revised (If, date)

ANNEX A

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

3. Project/Activity Title
PUBLIC ADMINISTRATION (MUNICIPAL)

VII. DISPOSICIONES GENERALES

VII. GENERAL PROVISIONS

A. Las Disposiciones Generales (Anexo D) forman parte de este Convenio.

A. The Standard Provisions (Annex B) are made a part of this Agreement.

Firmado en inglés y español el
12 de abril de 1971.

Signed in English and Spanish this 12
day of April 1971.

Dr. Gustavo Mirón Porras
Ministro de Economía

Warren Harrison, Deputy Director
USAID Mission to Guatemala

Dr. F. José Monsanto, Director
Instituto Nacional de Administración
para el Desarrollo

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

TITLE: _____

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PROJECT AGREEMENT
 BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
 AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
 THE MINISTRY OF ECONOMY & THE COORDINATOR GENERAL OF THE NATIONAL DEVELOPMENT PLAN
 AGENCIES OF THE GOVERNMENT OF GUATEMALA

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO.	PAGE 1 OF 2 PAGES
520-11-790-176.2	
2. AGREEMENT NO.	3. [X] ORIGINAL OR REVISION NO.
71-28	

PROJECT DESCRIPTION ANNEX A FOREIGN CURRENCY STANDARD PROVISIONS ANNEX

STANDARD PROVISIONS ANNEX SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE
ADMINISTRACION PUBLICA-MUNICIPAL (Desarrollo-Gobierno Local/INAD)
PUBLIC ADMINISTRATION, MUNICIPAL (Local Government Development/INAD)

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE **Sept. 1, 1954**

5. PROJECT DESCRIPTION AND EXPLANATION
 (See Annex A attached)

ECONOMIC COOPERATION AGREEMENT DATE

6. AID APPROPRIATION SYMBOL	7. AID ALLOTMENT SYMBOL
72-1111010	195-50-520-00-62-11

(other) DATE

8. AID FINANCING	PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
<input checked="" type="checkbox"/> DOLLARS <input type="checkbox"/> LOCAL CURRENCY				
(a) Total		88,000		88,000
(b) Contract Services				
(c) Commodities		14,600		14,600
(d) Other Costs		73,400		73,400
9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT				
10000 01.00				
(a) Total				
(b) Technical and other Services				
(c) Commodities				
(d) Other Costs				

10. SPECIAL PROVISIONS (Use Additional Continuation Sheets if Necessary)

SEE NEXT PAGE

VEASE LA SIGUIENTE PAGINA

11. DATE OF ORIGINAL AGREEMENT June 28, 1971	12. DATE OF THIS REVISION	13. ESTIMATED FINAL CONTRIBUTION DATE December 31, 1972
14. FOR THE COOPERATING GOVERNMENT OR AGENCY		15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT
SEE LAST PAGE		VEASE LA ULTIMA PAGINA
SIGNATURE: _____	DATE: _____	SIGNATURE: _____
TITLE: _____		TITLE: _____

Handwritten signatures and initials:
 J.W.
 SECDD JWillet
 JRO'Rorke
 JRM PTCox
 CONT RLHale
 INAD Director JMonsanto

PROJECT AGREEMENT

1. Project/Activity No.

520-11-790-176 2

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2. Agreement No.

71-28

3. Project/Activity Title

PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)

4. Original to

5. Revision No.

PROAG
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BEYOND AID AND
THE MINISTRY OF ECONOMY & THE
COORDINATOR GENERAL FOR THE
NATIONAL DEVELOPMENT PLAN
AGENCIES OF THE GOVERNMENT OF
GUATEMALA

AMEX

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy and the Coordinator General of the National Development Plan, and the Government of the United States of America, represented by the Agency for International Development (hereinafter referred to as AID) enter into this agreement in order to establish the objectives, method and responsibilities of the parties in continuing a management improvement and training program for Guatemalan Municipalities.

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía y el Coordinador General del Plan Nacional de Desarrollo, y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante referida como AID) celebran este convenio con el objeto de establecer los objetivos, métodos y responsabilidades de los interesados, para continuar un programa de mejoramiento administrativo y adiestramiento para las Municipalidades de Guatemala.

II. OBJECTIVES

The objectives of this program are:

1. Increasing the administrative and technical competence of municipal governments so that they can play a dynamic role in the social and economic development of the country; and

2. Increase civic participation in the municipal government movement in order to strengthen democratic processes and institutions of the country.

II. OBJETIVOS

Los objetivos de este programa son:

1. Mejorar la capacidad administrativa y técnica de las autoridades municipales para que puedan desempeñar un papel dinámico en el desarrollo socio-económico del país; y

2. Fomentar la participación de los ciudadanos en el movimiento del gobierno municipal con el fin de fortalecer los procedimientos e instituciones democráticas del país.

III. PROJECT DESCRIPTION

The Guatemalan Government has designed a five-year program to accelerate the on-going municipal

III. DESCRIPCION DEL PROYECTO

El Gobierno de Guatemala ha diseñado un programa de cinco años para acelerar la marcha del movimiento del go-

For the Cooperating Government or Agency

For the Agency for International Development

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VEASE LA ULTIMA PAGINA

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TITLE: _____

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PROJECT AGREEMENT

BETWEEN AID AND
**THE MINISTRY OF ECONOMY & THE
COORDINATOR GENERAL FOR THE
NATIONAL DEVELOPMENT PLAN
AGENCIES OF THE GOVERNMENT OF
GUATEMALA**

1. Project/Activity No.
520-11-790-176.2
2. Agreement No.
71-28
3. Project/Activity Title

PAGE 3 OF 12 PAGES
3. [X] Dated at
Revised No.

**PUBLIC ADMINISTRATION, MUNICIPAL
(Local Government Development/INAD)**

government movement. The program is described in the document "Modernization of Administration, Civic and Municipal Development," transmitted to the Director of AID by the Coordinator General of the National Development Plan, letter dated April 27, 1971.

bierno municipal. Este programa está descrito en el documento "Modernización Administrativa-Desarrollo Cívico y Municipal" enviado al Director de AID por el Coordinador General del Plan Nacional de Desarrollo, con carta de fecha 27 de abril de 1971.

This document is hereafter referred to as the five-year program.

De aquí en adelante este documento será referido como el programa de cinco años.

The Government of Guatemala has designated INAD as the institution to carry out its 5-year program of municipal development. This Project Agreement provides for implementation of the first 7 months of this program.

El Gobierno de Guatemala ha designado al INAD como la institución que deberá llevar a cabo el programa de desarrollo municipal de cinco años. Este Convenio proporcionará financiamiento para la implementación de los primeros 7 meses de este programa.

The program will establish regional centers to expand (1) administrative training for municipal officials, and (2) research and technical assistance to municipal governments to improve their decision making in developing policy and programs. These centers will serve the function of coordinating the needs, problems and projects of the municipalities of selected regions with the institutional resources of the public and private sectors. INAD will use its central offices as a resource center for professionals, instructors and technicians who can be called to the regional centers as needed.

Este programa establecerá centros regionales para incrementar (1) el adiestramiento administrativo para los funcionarios municipales y (2) la asistencia técnica y de investigación a las autoridades municipales para mejorar su capacidad de tomar decisiones en lo que respecta al desarrollo de políticas y programas. Estos centros tendrán la función de coordinar las necesidades, problemas y proyectos de las municipalidades seleccionadas dentro de una región con los recursos institucionales del sector público y privado. El INAD utilizará sus oficinas centrales como centro de recursos para profesionales, instructores y técnicos.

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PROJECT AGREEMENT

**BETWEEN AID AND
THE MINISTRY OF ECONOMY & THE
COORDINATOR GENERAL FOR THE
NATIONAL DEVELOPMENT PLAN
AGENCIES OF THE GOVERNMENT OF
GUATEMALA**

1. Project/Activity No.

520-11-790-176.2

2. Agreement No.

71-28

3. Project/Activity Title

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IV. RESPONSIBILITIES OF THE PARTIES

A. The Government of Guatemala agrees that:

1. INAD will be the institution through which the 5-year Municipal Development Program will be implemented.

2. INAD will implement sub-sections 4.04.01 and 4.04.02 of the 5-year Program within the time span of this Project Agreement.

3. INAD will select, employ, and supervise all personnel in the project, and no person to be paid with funds provided under this Project Agreement will be employed who is not acceptable to both parties.

4. All local purchases of supplies and materials utilizing AID funding shall be restricted to those items of United States or Guatemalan origin, except as otherwise specifically authorized in writing by AID.

5. All local purchases of items included in the Guatemalan Ministry of Finance Budget Office quarterly contract price list will not exceed the prices established therein. ALL

nicos, quienes podrán ser llamados a los centros regionales según sea necesario

IV. RESPONSABILIDADES DE LOS INTERESADOS

A. El Gobierno de Guatemala conviene en que:

1. El INAD sea la institución a través de la cual se lleve a cabo el Programa de Desarrollo Municipal de cinco años de duración.

2. El INAD implantará las subsecciones 4.04.01 y 4.04.02 de este programa dentro del lapso de tiempo estipulado en este Convenio.

3. El INAD seleccionará, empleará y supervisará a todo el personal de este proyecto, y ninguna persona cuyo salario salga de los fondos proporcionados bajo este convenio podrá ser empleada si no es aceptable a ambas partes.

4. Todas las compras locales de materiales y equipo hechas utilizando los fondos de AID estarán limitadas a artículos de origen estadounidense o guatemalteco, excepto que la AID autorice específicamente otra cosa por escrito.

5. Todas las compras locales de aquellos artículos incluidos en la lista de precios emitida trimestralmente por la Dirección del Presupuesto del Gobierno de Guatemala no excede-

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other purchases will be made at the lowest prices obtainable and with the discounts ordinarily available to AID and GOG institutions.

6. All payments for per diem will not exceed those established by the Government of Guatemala for its personnel for equivalent salary levels, country areas, and duration of period away from permanent residence.

7. The salary and compensation rates established by INAD will be in accord with the civil service code of Guatemala for equivalent duties, responsibilities and qualification requirements.

8. The AID financial contribution is for the purposes of the project, and does not imply an employer relationship by AID for those persons employed by INAD; that INAD, and not AID, assumes all responsibilities for said employees as to social security, indemnization, insurance, leave, and all other employer obligations required by Guatemalan law or custom.

B. AID hereby agrees to provide the following:

rán los precios establecidos en la misma. Todas las demás compras se harán al precio más bajo obtenible y con los descuentos ordinarios disponibles a la AID y a otras instituciones.

6. Todos los pagos por concepto de viáticos no excederán de los establecidos por el Gobierno de Guatemala para su personal para niveles de salario equivalentes, regiones del país y período de duración fuera de su residencia permanente

7. Las tarifas de sueldos y compensación establecidas por el INAD estarán de acuerdo con el código del servicio civil de Guatemala por tareas, responsabilidades y requisitos de capacidad equivalentes.

8. La contribución financiera de AID es para propósitos de este proyecto y no implica ninguna relación patronal por parte de AID con las personas contratadas por el INAD; y el INAD, no la AID, asume todas las responsabilidades por los mencionados empleados en lo que respecta al seguro social, indemnización, seguro, vacaciones y demás obligaciones patronales requeridas por la ley guatemalteca o por la costumbre.

B. La AID conviene en proporcionar lo siguiente:

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1. <u>Commodities</u>		1. <u>Material y Equipo</u>	
4 vehicles	\$14,600	4 vehiculos	Q14,600
2. <u>Other Costs</u>		2. <u>Otros Costos</u>	
Regional Planning Consultant	2,800	Asesor en Planificación Regional	2,800
*Municipal Finances Consultant	9,000	*Asesor en Finanzas Municipales	9,000
*Central Coordinator for Training	6,200	*Coordinador Central para Adiestramiento	6,200
Part-Time Researchers	9,000	Investigadores de Medio Tiempo	9,000
*8 Regional trainers	30,000	*8 Adiestradores regionales	30,000
Per diem for technicians and researchers	3,200	Viáticos para técnicos e investigadores	3,200
Travel and per diem of participants in courses and other activities	8,500	Viáticos y costos de viaje para participantes de cursos y otras actividades	8,500
Vehicle maintenance, fuel and lubricants	1,000	Mantenimiento de vehículos, combustible y lubricantes	1,000
Publications, materials and office supplies	3,200	Publicaciones, materiales y suministros de oficina	3,200
Furnishings for regional centers	500	Accesorios para las oficinas regionales	500

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Funds not utilized by December 31, 1971, will be automatically de-obligated with the exception of those personnel contracts indicated with asterisks.

Aquellos fondos que no se hayan utilizado el 31 de diciembre de 1971 serán automáticamente desobligados, con excepción de aquellos contratos de personal marcados con asteriscos.

V. PROJECT IMPLEMENTATION PLAN

V. PLAN DE EJECUCION DEL PROYECTO

A. INAD will prepare a detailed project implementation plan using the CPM-PERT method for showing (1) a breakdown of activities and their interrelation, estimated time spans for these activities, (2) personnel responsible for implementing these activities, (3) institutions or client groups involved in each activity, and (4) a breakdown of budget by activity. There will be no disbursement of funds under this Agreement until the project plan is mutually approved by AID and INAD.

A. El INAD preparará un plan de ejecución del proyecto, usando el método CPM-PERT que muestre: (1) un detalle de las actividades y su relación, así como los periodos de tiempo estimados para las mismas; (2) el personal responsable de la implantación de estas actividades; (3) las instituciones o grupos involucrados en cada actividad; y (4) un detalle del presupuesto por actividad. No habrá ningún desembolso de fondos bajo este Convenio mientras que el plan del proyecto no sea aprobado por la Misión AID y el INAD.

B. The Implementation plan will govern project operations, and amendments to it will not necessarily require formal revision of this Project Agreement, even though detailed provisions of the two documents may be in conflict.

B. El plan de implantación gobernará las operaciones del proyecto, y cualquier enmienda al mismo no necesitará una enmienda formal de este Convenio de Proyecto, aunque las disposiciones detalladas de los dos documentos pudieran estar en conflicto.

C. Failure to reach agreement as to the terms of the implementation plan or its amendments, or failure by either party to fulfill its responsibilities thereunder will be sufficient cause for either party

C. En caso de que no se llegue a un acuerdo sobre los terminos del plan de implantación o sus enmiendas, o si cual iera de las partes no cumple con sus responsabilidades incluidas en este documento, se

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to terminate this Agreement.

dará por terminado este Convenio

VI. EVALUATION

The implementation plan (CPM-PERT) will serve both INAD and AID as an effective monitoring and evaluation instrument to measure the progress of the program. INAD will submit monitoring reports on a monthly basis and a comprehensive evaluation report by March 31, 1972.

VI. EVALUACION

El plan de implantación (CPM-PERT) servirá tanto al INAD como a la AID como un instrumento evaluativo y de control para medir el progreso del programa. El INAD presentará informes de control mensualmente y un informe completo de evaluación el 31 de marzo de 1972.

VII. FINANCIAL PROVISIONS

1. AID will process the purchase of "commodities" as provided under Block 8, (c), page one, and Article IV-B-1 in accordance with its normal procurement procedures.

VII. DISPOSICIONES FINANCIERAS

1. La Misión AID tramitará la compra de "equipo y materiales" tal como se ha indicado en la casilla 8, (c), página uno, y el artículo IV-B-1 de acuerdo con sus procedimientos normales de compra.

INAD will be responsible for the management of the funds provided under "Other Costs," Block 8, (d), page one.

El INAD será responsable de la administración de los fondos proporcionados bajo "Otros Costos", casilla 8, (d), página 1.

2. Upon written request by INAD, the AID will make an initial advance in the amount of Q20,000 to support the projects itemized under Article IV-B-2, "Other Costs."

2. Al recibir solicitudes escritas del INAD, la AID hará un adelanto inicial de Q20,000 para financiar los proyectos detallados bajo el Artículo IV, B, 2, "Otros Costos".

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3. The advance is to be used in the form of an imprest fund to pay costs under the respective "Other Costs" projects.

3. El adelanto se utilizará en forma de un fondo de anticipos para pagos de aquellos gastos dentro de las categorías respectivas de "Otros Costos".

4. All such "Other Cost" expenditures in support of projects will be made by the Director of INAD with the written approval of the USAID advisor. All purchases made with these funds must be reasonable and purchases shall generally be made at the lowest competitive prices obtainable for the goods and services, considering quality, time, and other factors. Prompt payment, quantity, or other discounts shall be sought and, when possible, should be in line with discounts regularly received by the AID and the Government of Guatemala in making purchases. Except as specifically authorized by AID/W, the purchase of commodities authorized under this Project Agreement will be limited to countries included in AID Geographic Code 000 plus the Cooperating Country itself for purchase of equipment, materials, and supplies which are (a) indigenously mined or grown; (b) locally produced; (c) administrative maintenance and operating items of a consumable nature normally purchased in the local market, and (d) emergency items needed promptly or immediately available in the Cooperating Country and the need for which could not previously have been reasonably anticipated.

4. Todos los gastos hechos de "Otros Costos" para proyectos serán realizados por el Director del INAD, con la aprobación escrita del Asesor de la Misión AID. Todas las compras hechas con estos fondos deberán ser razonables y se harán generalmente a los precios más bajos que se puedan obtener por mercancías y servicios, considerando la calidad, tiempo y otros factores. Se tratará de obtener descuentos por cantidad, pagos puntuales, etc., y de ser posible deberán estar de acuerdo con aquellos recibidos regularmente por la Misión AID y el Gobierno de Guatemala. A menos que sea autorizado por la AID en Washington, las compras de todo el equipo y materiales amparadas por este Convenio, deberán limitarse a aquellos países incluidos en el Código Geográfico 000 de la AID, así como al país cooperante, en lo que se refiere a la compra de equipo, materiales y suministros que sean: (a) nativos del país; (b) localmente producidos; (c) artículos de mantenimiento administrativo u operativo de consumo comprados normalmente en el mercado local; y (d) artículos de emergencia que sean de uso inmediato o que puedan ser obtenidos inmediatamente en el país cooperante, y cuya necesidad no pudo haber sido razonable-

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mente anticipada.

5. INAD will maintain a register listing chronologically all expenditure made under this Agreement. Each expenditure listed in the register will be certified by the INAD Controller and the USAID Advisor and be substantiated by INAD request for services and supplies properly authenticated.

5. El INAD mantendrá un registro enumerado cronológicamente de todos los gastos hechos bajo este Convenio. Cada gasto indicado en el registro será certificado por el Contador del INAD y el Asesor de la Misión AID y será acompañado por el formulario "Compra de Materiales o Contratación de Servicios Personales" debidamente autenticado.

6. As requests for payment are received from interns, contractors, suppliers, etc., INAD will make payment from the advanced funds and then forward acceptable documentation to the Controller USAID with a reimbursement voucher. When expenditures have reached the point where the remaining balance is no larger than the amount initially advanced, then the "no pay voucher" method will be applied.

6. Al recibirse las solicitudes de pago de los contratistas, vendedores, etc., INAD efectuará los pagos de los fondos que se les han anticipado y luego enviarán los respectivos documentos al Contralor de la Misión AID con el comprobante (voucher) de reembolso. Cuando las erogaciones hayan llegado al punto en que el saldo no sea mayor que la cantidad originalmente anticipada, entonces se aplicará el método de comprobante "no pagadero" (no pay voucher).

7. INAD will submit the documentation specified below to the Controller USAID for reimbursement with an accompanying certificate signed by the INAD Director and Controller as follows: "The undersigned certifies that the services for which reimbursement is requested have

7. INAD presentará la documentación especificada abajo al Contralor, Misión AID, para propósitos de reembolso acompañada de una certificación firmada por el Director del INAD y por el Contador, en la siguiente forma: "El suscrito certifica que los servicios para los que se solicita el reembolso han

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PROJECT AGREEMENT

**BETWEEN AID AND
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been satisfactorily rendered and that the costs thereof have been paid and are properly reimbursable in accordance with Project Agreement No. 71-28".

sido prestados satisfactoriamente y que los costos de los mismos han sido cancelados y son debidamente reembolsables de conformidad con el Convenio de Proyecto No. 71-28".

8. Reimbursements shall be made by the USAID under the terms of this Agreement upon receipt of (1) voucher standard form 1034 in original and two copies, and (2) support documentation as follows:

8. La Misión AID efectuará los reembolsos de acuerdo con los términos de este Convenio al recibir: (1) el comprobante 1034 (voucher standard form) en original y dos copias, y (2) la documentación incluida a continuación:

a) An itemized statement supported by copies of purchase orders, vendor's invoice, and receiving report.

(a) Un detalle de los renglones amparado por las órdenes de compra, factura del vendedor y comprobante de recepción

b) Copies of payrolls accompanied by satisfactory evidence of payment.

b) Copias de las planillas, acompañadas de evidencia satisfactoria de pago.

9. Final voucher for reimbursement must be submitted within 30 days after expiration or termination of the Agreement.

9. El comprobante final (voucher) para el reembolso deberá presentarse dentro de los 30 días siguientes a la expiración o terminación del Convenio.

VIII. GENERAL PROVISIONS

The Standard Provisions Annex B are hereby made a part of this Agreement.

VII. DISPOSICIONES GENERALES

El Anexo B, Disposiciones Generales, forma parte de este Convenio.

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Signed in Guatemala City in the
English and Spanish languages
this 28 day of June
1971.

Firmado en la Ciudad de Guatemala
en los idiomas español e inglés
a los 28 días del mes de junio
de 1971.

Robert E. Culbertson
Robert E. Culbertson, Director
USAID Mission to Guatemala

Gustavo Mirón Porras
Dr. Gustavo Mirón Porras
Ministro de Economía

Ronald Forta España
Lic. Ronald Forta España
Coordinador General del Plan
Nacional de Desarrollo

For the Cooperating Government or Agency

For the Agency for International Development

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PROJECT AGREEMENT
BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF GUATEMALA

18p.

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

- PROJECT DESCRIPTION ANNEX A
- FOREIGN CURRENCY STANDARD PROVISIONS ANNEX
- STANDARD PROVISIONS ANNEX
- SPECIAL LOAN PROVISIONS ANNEX

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

- GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE: Sept. 1, 1954
- ECONOMIC COOPERATION AGREEMENT DATE:
- (other) DATE:

1. PROJECT/ACTIVITY NO. 520-11-790-176.2

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2. AGREEMENT NO. 72-17

3. ORIGINAL OR REVISION NO.

4. PROJECT/ACTIVITY TITLE
ADMINISTRACION PUBLICA - Desarrollo Municipal (INAD)
PUBLIC ADMINISTRATION - Municipal Development (INAD)

5. PROJECT DESCRIPTION AND EXPLANATION
(See Annex A attached)

6. AID APPROPRIATION SYMBOL 72-1121010

7. AID ALLOTMENT SYMBOL 295-50-520-00-69-21

8. AID FINANCING	PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
<input checked="" type="checkbox"/> DOLLAR <input type="checkbox"/> LOCAL CURRENCY				
(a) Total		93,400		93,400
(b) Contract Services		19,000		19,000
(c) Commodities				
(d) Other Costs		74,400		74,400
9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT				
STAGE:				
(a) Total				
(b) Technical and other Services				
(c) Commodities				
(d) Other Costs				

10. SPECIAL PROVISIONS (See Attachment C, Annex A, if Necessary)

11. DATE OF ORIGINAL AGREEMENT
April 19, 1972

12. DATE OF THIS REVISION

13. ESTIMATED FINAL CONTRIBUTION DATE
June 30, 1973

14. FOR THE COOPERATING GOVERNMENT OR AGENCY

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15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT

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AID 1230-1A (2-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>2</u> OF <u>12</u> PAGES
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I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy and the National Institute for Development Administration (INAD), and the Government of the United States of America, represented by the Agency for International Development (hereinafter referred to as AID) enter into this agreement in order to establish the objectives, course of action, and responsibilities of the parties in continuing a regional municipal development project.

II. PURPOSE

The long-term goal of the project is to contribute to Guatemalan rural development by strengthening the administrative and technical capacity of local government to provide improved public services to the rural population.

III. PROJECT DESCRIPTION

This project will be directed at the development and strengthening of three Regional Associations of Municipalities in selected areas of the country, and to the establishment of a permanent technical office in at least one. The technical office will be designed to offer technical assistance and training in municipal finances.

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I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía, y el Instituto Nacional de Administración para el Desarrollo (INAD), y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante referida como AID) celebran este convenio con el objeto de establecer los objetivos, curso de acción y responsabilidades de las partes, para continuar el proyecto de desarrollo municipal regional.

II. PROPOSITO

El objetivo de este proyecto es reforzar la capacidad administrativa y técnica de los gobiernos municipales para que éstos puedan ofrecer mejores servicios públicos a la población rural, los cuales contribuirán más efectivamente al desarrollo rural de Guatemala.

III. DESCRIPCION DEL PROYECTO

Este proyecto tendrá como enfoque primordial el crecimiento y fortalecimiento de tres Asociaciones Regionales de Municipalidades en zonas seleccionadas del país, y el establecimiento de una oficina técnica en por lo menos una de estas Asociaciones. Esta oficina ofrecerá asistencia técnica y adiestramiento en finanzas municipales, recaudación de impuestos, planificación de

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AID 1980-1A (70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY	1. Project/Activity No. 520-11-790-176.2	PAGE <u>3</u> OF <u>12</u> PAGES
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tax collection, project planning, and administrative procedures for the municipalities of the Association. The Regional Associations and the technical office will be assisted by training/organization teams and experts in municipal administration provided by INAD, who will work directly with the Associations to strengthen them organizationally and develop their effectiveness in dealing with the problems of rural municipalities.

proyectos, y procedimientos administrativos para las municipalidades de la Asociación. Las Asociaciones Regionales y la oficina técnica recibirán la asistencia de equipos calificados en adiestramiento y organización comunal, y de expertos en administración municipal asignados por el INAD. Estos trabajarán directamente con las Asociaciones para mejorar la administración e incrementar la efectividad de las Asociaciones en lo que respecta a la confrontación de problemas de las municipalidades rurales.

IV. RESPONSIBILITIES OF THE PARTIES

IV. RESPONSABILIDADES DE LAS PARTES

A. The Government of Guatemala agrees that:

A. El Gobierno de Guatemala conviene en que:

1. INAD will carry out the following activities between April 1, 1972 and March 31, 1973:

1. El INAD llevará a cabo las siguientes actividades entre el 1ro. de abril de 1972 y el 31 de marzo de 1973:

a.) Have in permanent operation 3 Regional Municipal Associations assisted by INAD training teams. These Associations are to cover at least 6 departments and 60 municipalities.

a.) Lograr el funcionamiento permanente de las 3 Asociaciones Regionales de Municipalidades quienes recibirán la asistencia de los equipos de adiestramiento del INAD. Estas Asociaciones deberán servir por lo menos a 60 municipalidades en aproximadamente 6 departamentos.

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- | | |
|--|--|
| <p>b.) Have in operation at least one Regional Association technical office staffed by 2 full-time professional-level employees.</p> <p>c.) Complete at least 20 courses, seminars and workshops (average 3-5 days) for municipal employees and officials.</p> <p>d.) Complete studies of municipal finances and tax collection for the municipalities of the three Regional Associations.</p> <p>e.) Complete studies in the same areas to form the basis for project planning by the Regional Association, which will include priorities for infrastructure projects and methods for sharing locally available resources.</p> <p>f.) Publication of Manuals on Municipal Administration and Municipal Finances.</p> <p>2. INAD will select, employ, and supervise all personnel in the project except the technical office personnel of the Regional Associations, who will be contracted by the Associations. No person to be paid with funds provided under this Project Agreement will be employed who is not acceptable to</p> | <p>b.) Lograr el funcionamiento por lo menos de una oficina técnica de las Asociación Regional, la cual deberá contar con dos profesionales de tiempo completo.</p> <p>c.) Llevar a cabo por lo menos 20 cursos, seminarios y mesas redondas para empleados y autoridades municipales (aproximadamente de 3 a 5 días de duración).</p> <p>d.) Llevar a cabo estudios sobre el financiamiento municipal y la recaudación de impuestos de cada una de las municipalidades de las tres Asociaciones Regionales.</p> <p>e.) Llevará a cabo en las mismas municipalidades los estudios necesarios, los cuales formarán la base para la planificación de proyectos por parte de las Asociaciones Regionales, las cuales incluirán las necesidades inmediatas para los proyectos de infraestructura y los métodos de distribución de los recursos locales disponibles.</p> <p>f.) Publicación de Manuales de Administración Municipal y Finanzas Municipales.</p> <p>2. El INAD seleccionará, empleará y supervisará a todo el personal de este proyecto contratado por las Asociaciones, a excepción del personal de la oficina técnica que será empleado por la Asociación Regional. Ninguna persona cuyo salario provenga de los fondos proporcionados bajo este Convenio, podrá ser empleada si no es aceptable</p> |
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**PROJECT AGREEMENT
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both parties. All contracts for employment reimbursable from funds provided in this Agreement will be approved by both parties prior to execution. Except for the Temporary Advisors and Researchers, all persons contracted under this Agreement will work exclusively and full-time on the municipal development project.

3. Any contract entered into by INAD and a Regional Association to establish a technical office will require the prior written approval of AID.

4. All local purchases of supplies and materials utilizing AID funding shall be restricted to those items of United States or Guatemalan origin, except as otherwise specifically authorized in writing by AID.

5. All local purchases of items included in the Guatemalan Ministry of Finance Budget Office quarterly contract price list will not exceed the prices established therein. All other purchases will be made at the lowest prices obtainable and with the discounts ordinarily available to AID and GCG institutions.

6. All payments for per diem will not exceed those established by the Government of Guatemala for its personnel for equivalent salary levels, country areas, and duration of period away from

a ambas partes. Todos los contratos de trabajo, reembolsables con fondos proporcionados bajo este convenio, deberán ser aprobados antes de su ejecución por ambas partes. Con excepción de los Asesores Temporales e Investigadores, todas las personas contratadas bajo este Convenio trabajarán exclusivamente y a tiempo completo en el proyecto de desarrollo municipal.

3. Cualquier contrato celebrado entre el INAD y una Asociación Regional con el propósito de establecer una oficina técnica deberá contar con la aprobación previa por escrito de la AID, antes de entrar en negociaciones.

4. Todas las compras locales de materiales y equipo hechas utilizando los fondos de AID estarán limitadas a artículos de origen estadounidense o guatemalteco, excepto que la AID autorice específicamente otra cosa por escrito.

5. Todas las compras locales de aquellos artículos incluidos en la lista de precios emitida trimestralmente por la Dirección del Presupuesto del Gobierno de Guatemala no excederán los precios establecidos en la misma. Todas las demás compras se harán al precio más bajo obtenible y con los descuentos ordinarios disponibles a la AID y a otras instituciones.

6. Todos los pagos por concepto de viáticos no excederán los establecidos por el Gobierno de Guatemala para su personal para niveles de salario equivalentes, región, y del país, y período de duración fuera de

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permanent residence.

su residencia permanente.

7. The salary and compensation rates established by INAD will be in accord with the civil service code of Guatemala for equivalent duties, responsibilities and qualification requirements.

7. Las tarifas de sueldos y compensación establecidas por el INAD estarán de acuerdo con el código de servicio civil de Guatemala por tareas, responsabilidades y requisitos de capacidad equivalentes.

8. The AID financial contribution is for the purposes of the project, and does not imply an employer relationship by AID for those persons employed by INAD or the Regional Associations. INAD and the Regional Associations, not AID, will assume all responsibilities for said employees as to social security, indemnization, insurance, leave and all other employer obligations required by Guatemalan law or custom.

8. La contribución financiera de AID es para realizar el propósito de este proyecto y no implica ninguna relación patronal por parte de AID con las personas contratadas por el INAD o las Asociaciones Regionales. El INAD y las Asociaciones Regionales, y no la AID, asumen todas las responsabilidades por los mencionados empleados en lo que respecta a seguro social, indemnización, seguro, vacaciones y demás obligaciones patronales requeridas por la ley guatemalteca o por procedimientos ya establecidos.

9. INAD will submit to AID by the 15th of each month a progress report on activities carried out under this project during the previous month. No reimbursement of expenditures will be made until progress reports for the corresponding period are received.

9. El INAD deberá proporcionar a la AID, el 15 de cada mes, un informe de progreso sobre las actividades llevadas a cabo bajo este convenio en el mes anterior. No se harán reembolsos por gastos hasta que el informe de progreso del período correspondiente haya sido recibido.

B. AID hereby agrees to provide the following:

B. La AID conviene en proporcionar lo siguiente:

1. Contract Services: Financing of 12 man-months of services of a Municipal Development Advisor to be contracted by INAD at an estimated cost of \$19,000.

1. Servicios por Contrato: El financiamiento de 12 meses de servicio de un Asesor en Desarrollo Municipal, contratado por el INAD a un costo aproximado de \$19,000.

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2. Other Costs: Financing of up to \$74,400 as detailed in Annex B, "Other Costs Budget".

2. Otros Gastos: Financiamiento hasta por \$74,400 conforme al Anexo B "Presupuesto de Otros Gastos".

"Other Costs" funds not utilized by March 31, 1973 will be automatically de-obligated.

Los fondos por "Otros Gastos" que no hayan sido utilizados al 31 de marzo de 1973, serán automáticamente rebajados.

V. PROJECT IMPLEMENTATION PLAN

V. PLAN DE EJECUCION DEL PROYECTO

A. INAD will prepare a revised Project Implementation Plan for 1972-73 using the CPM-PERT method for showing (1) a breakdown of activities and their interrelation and estimated time spans of these activities, (2) personnel responsible for implementing these activities, (3) institutions or client groups involved in each activity, and (4) a breakdown of budget by activity. There will be no disbursement of "Other Costs" funds under this Agreement after June 30, 1972, unless the revised Implementation Plan has been mutually approved by AID and INAD prior to that date.

A. El INAD preparará un nuevo Plan de Ejecución del Proyecto para 1972-73, usando el método CPM-PERT que muestra: (1) un detalle de las actividades y su relación, así como los periodos de tiempo estimados para las mismas; (2) el personal responsable de la implantación de esas actividades; (3) las instituciones o grupos involucrados en cada actividad; y (4) un detalle del presupuesto por actividad. No habrá ningún desembolso de fondos por "Otros Gastos" bajo este Convenio después del 30 de junio de 1972, a menos que el nuevo plan de ejecución haya sido mutuamente aprobado por la Misión AID y el INAD, antes de la fecha mencionada.

B. The implementation plan will govern project operations, and amendments to it may be made by written agreement of the Chief, Social & Civic Development Division, USAID, and the Director of INAD. Such amendments will not necessarily require formal

B. El plan de ejecución gobernará las operaciones del proyecto, y cualquier enmienda al mismo se hará por acuerdo escrito por el Jefe, División de Desarrollo Cívico-Social de la Misión AID, y el Director del INAD. Tales enmiendas no requerirán necesariamente una enmienda formal de este Convenio de

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revision of this Project Agreement.

Proyecto,

C. Failure to reach agreement as to the terms of the Implementation Plan or its amendments, or failure by either party to fulfill its responsibilities thereunder will be sufficient cause for either party to terminate this Agreement.

C. En caso de que no se llegue a un acuerdo sobre los términos del Plan de Ejecución o sus enmiendas, o si cualquiera de las partes no cumple con sus responsabilidades incluidas en este documento, se dará por terminado este Convenio.

VI. EVALUATION

VI. EVALUACION

The Project Implementation Plan (CPM-PERT) will serve both INAD and AID as an effective monitoring and evaluation instrument to measure the progress of the program. In addition to the monthly progress reports, INAD will submit to AID a comprehensive evaluation report on the municipal development project by March 31, 1973.

El Plan de Ejecución (CPM-PERT) servirá tanto al INAD como a la AID como un instrumento evaluativo y de control para medir el progreso del programa. Además del informe del progreso mensual, el INAD deberá presentar un informe completo de evaluación sobre el proyecto de desarrollo municipal para el 31 de marzo de 1973.

VII. FINANCIAL PROVISIONS

VII. DISPOSICIONES FINANCIERAS

1. INAD will be responsible for the management of the funds provided under "Other Costs" block B, (d) in accordance with the budget shown in Annex B.

1. El INAD será responsable de la administración de los fondos proporcionados bajo "Otros Gastos", casilla B, (d) de conformidad con el presupuesto en el Anexo B.

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2. Upon written request by INAD, AID will make an advance in the amount of \$10,000 to be used in the form of an imprest fund to cover initial expenditures under the "Other Costs" Budget, Annex B.

3. All such "Other Cost" expenditures in support of this project will be made by the Director of INAD with the written approval of the USAID advisor. All purchases made with these funds must be reasonable and purchases shall generally be made at the lowest competitive prices obtainable for the goods and services, considering quality, time, and other factors. Prompt payment, quantity, or other discounts shall be sought and, when possible, should be in line with discounts regularly received by the AID and the Government of Guatemala in making purchases. Except as specifically authorized by AID/W, the purchase of commodities authorized under this Project Agreement will be limited to countries included in AID Geographic Code 000 plus the Cooperating Country itself for purchase of equipment, materials, and supplies which are (a) indigenously mined or grown; (b) locally produced; (c) administrative maintenance and operating items of a consumable nature normally purchased in the local market, and (d) emergency items needed promptly or immediately available in the Cooperating

2. Al recibir solicitudes escritas del INAD, la AID hará un adelanto por Q10,000, los cuales serán utilizados como parte del fondo de anticipos para cubrir los gastos iniciales bajo el Presupuesto de "Otros Gastos" del Anexo B.

3. Todos los gastos hechos de "Otros Gastos" para este proyecto serán realizados por el Director del INAD, con la aprobación escrita del Asesor de la Misión AID. Todas las compras hechas con estos fondos deberán ser razonables y se harán generalmente a los precios más bajos que se puedan obtener por mercancías y servicios, considerando la calidad, tiempo y otros factores. Se tratará de obtener descuentos por cantidad, pagos puntuales, etc., y de ser posible deberán estar de acuerdo con aquellos recibidos regularmente por la Misión AID y el Gobierno de Guatemala. A menos que sea autorizado por la AID en Washington, las compras de todo el equipo y materiales amparadas por este Convenio, deberán limitarse a aquellos países incluidos en el Código Geográfico 000 de la AID, así como al país cooperante, en lo que se refiere a la compra de equipo, materiales y suministros que sean: (a) nativos del país; (b) localmente producidos; (c) artículos de mantenimiento administrativo u operativo de consumo comprados normalmente en el mercado local; y (d) artículos de emergencia que sean de uso inmediato o que puedan ser obtenidos inmediatamente en el país cooperante, y cuya necesidad no pudo haber sido razonablemente anticipada.

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Country and the need for which could not previously have been reasonably anticipated.

4. INAD will maintain a register listing chronologically all expenditures made under this Agreement. Each expenditure listed in the register will be certified by the INAD Controller and the USAID Advisor and be substantiated by INAD request for services and supplies properly authenticated.

5. As requests for payment are received from contractors, suppliers, etc., INAD will make payment from the advanced funds and then forward acceptable documentation to the Controller USAID with a reimbursement voucher. When expenditures have reached the point where the remaining balance is no larger than the amount initially advanced, then the "no-pay voucher" method will be applied.

6. INAD will submit the documentation specified below to the Controller USAID for reimbursement with an accompanying certificate signed by the INAD Director and Controller as follows: "The undersigned certifies that the services for which reimbursement is requested have been satisfactorily rendered and that the costs thereof have been paid and are properly reimbursable in accordance with Project Agreement No. 72 - ".

4. El INAD mantendrá un registro enumerado cronológicamente de todos los gastos hechos bajo este Convenio. Cada gasto indicado en el registro será certificado por el Contador del INAD y el Asesor de la Misión AID y será acompañado por el formulario "Compra de Materiales o Contratación de Servicios Personales" debidamente autenticado.

5. Al recibirse las solicitudes de pago de los contratistas, vendedores, etc., INAD efectuará los pagos de los fondos que se les han anticipado y luego enviarán los respectivos documentos al Contralor de la Misión AID con el comprobante (voucher) de reembolso. Cuando las erogaciones hayan llegado al punto en que el saldo no sea mayor que la cantidad originalmente anticipada, entonces se aplicará el método de comprobante "no pagadero" (no pay voucher).

6. INAD presentará la documentación especificada abajo al Contralor, Misión AID, para propósitos de reembolso acompañada de una certificación firmada por el Director del INAD y por el Contador, en la siguiente forma: "El suscrito certifica que los servicios para los que se solicita el reembolso han sido prestados satisfactoriamente y que los costos de los mismos han sido cancelados y son debidamente reembolsables de conformidad con el Convenio de Proyecto No. 72 - ".

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7. Reimbursements shall be made by the USAID under the terms of this Agreement upon receipt of (1) voucher standard form 1034 in original and two copies, and (2) support documentation as follows:

a) An itemized statement supported by copies of purchase orders, vendor's invoice, and receiving report.

b) Copies of payrolls accompanied by satisfactory evidence of payment and time and attendance register.

8. Final voucher for reimbursement must be submitted within 30 days after expiration or termination of the Agreement.

VIII. GENERAL PROVISIONS

The Standard Provisions, Annex C, are hereby made a part of this Agreement.

7. La Misión AID efectuará los reembolsos de acuerdo con los términos de este Convenio al recibir: (1) el comprobante 1034 (voucher standard form) en original y dos copias, y (2) la documentación especificada a continuación:

a) Un detalle de los renglones amparado por las órdenes de compra, factura del vendedor y comprobante de recepción.

b) Copias de las planillas, acompañadas de evidencia satisfactoria de pago y el record de asistencia.

8. El comprobante final (voucher) para el reembolso deberá presentarse dentro de los 30 días siguientes a la expiración o terminación del Convenio.

VIII. DISPOSICIONES GENERALES

El Anexo C, Disposiciones Generales, forma parte de este Convenio.

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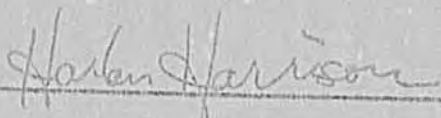
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Signed in Guatemala City in the
 English and Spanish languages
 this 19th day of April,
 1972.

Firmado en la Ciudad de Guatemala
 en los idiomas español e inglés
 a los 19 días del mes de abril
 de 1972.



Harlan A. Harrison, Deputy Director
 USAID Mission to Guatemala



Lic. Carlos Molina Mencos
 Ministro de Economía



Dr. F. José Monsanto, Director
 Instituto Nacional de Administración
 para el Desarrollo (INAD)

For the Cooperating Government or Agency

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ANNEX B

"OTHER COSTS BUDGET"

(April 1, 1972 - March 31, 1973)

1. Coordinator	(9 months - full-time)*	5,700
2. Regional Supervisor	(12 months - full-time)*	4,100
3. Regional Planner	(9 months - full-time)*	6,650
4. Municipal Finance Specialist	(5 months - full-time)*	3,850
5. 6 Promotor-instructors	(7 months - full-time)*	13,100
6. Temporary Advisors for Regional Associations		3,000
7. Temporary Researchers in Municipal Development		3,000
8. Vehicle fuel, maintenance		3,600
9. Official in-country per diem, INAD staff		4,700
10. Training course expenses		8,000
11. Training materials and office supplies		3,700
12. INAD/Regional Association Contract for 1 Technical Office (12 months)		<u>15,000</u>
	TOTAL	\$ 74,400

* No other employment

ANEXO B

"PRESUPUESTO DE OTROS GASTOS"

(Iro. de abril, 1972 - 31 de marzo, 1973)

1.	Coordinador	(9 meses - tiempo completo)*	5,700
2.	Supervisor Regional	(12 meses- tiempo completo)*	4,100
3.	Planificador Regional	(9 meses - tiempo completo)*	6,650
4.	Especialista en Finanzas Municipales	(5 meses - tiempo completo)*	3,850
5.	6 Promotores-instructores	(7 meses - tiempo completo)*	13,100
6.	Asesores Temporales para las Asociaciones Regionales		3,000
7.	Investigadores Temporales en Desarrollo Municipal		3,000
8.	Mantenimiento de vehiculos, lubricantes		3,600
9.	Viáticos oficiales dentro del pais para personal del INAD		4,700
10.	Gastos para cursos de adiestramiento		8,000
11.	Materiales de adiestramiento y equipo de oficina		3,700
12.	Contrato del INAD/Asociación Regional para una Oficina Técnica (12 meses)		15,000
			<hr/>
TOTAL			Q 74,400

* Ningún otro empleo.

PRO AG

AGENCIES

PROJECT AGREEMENT

BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
THE MINISTRY OF ECONOMY AND THE MUNICIPAL DEVELOPMENT INSTITUTE

~~XXXXXXXXXX~~ OF THE GOVERNMENT OF GUATEMALA

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

PROJECT DESCRIPTION ANNEX A FOREIGN CURRENCY STANDARD PROVISIONS ANNEX

STANDARD PROVISIONS ANNEX SPECIAL LOAN PROVISIONS ANNEX

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE Sept. 1, 1954

ECONOMIC COOPERATION AGREEMENT DATE

(other) DATE

1. PROJECT/ACTIVITY NO.
520-11-790-176.2

PAGE 1 OF 4 PAGES

2. AGREEMENT NO.
72-20

3. ORIGINAL OR REVISION NO. _____

4. PROJECT/ACTIVITY TITLE
PUBLIC ADMINISTRATION (Municipal)

5. PROJECT DESCRIPTION AND EXPLANATION

(See Annex A, attached)

6. AID APPROPRIATION SYMBOL

72-1121010

7. AID ALLOTMENT SYMBOL

295-50-520-00-69-21

8. AID FINANCING		PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
<input checked="" type="checkbox"/> DOLLAR	<input type="checkbox"/> LOCAL CURRENCY				
(a) Total			9,300		9,300
(b) Contract Services			9,300		9,300
(c) Commodities					
(d) Other Costs					
9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT					
01.00-					
(a) Total					
(b) Technical and other Services					
(c) Commodities					
(d) Other Costs					

10. SPECIAL PROVISIONS (Use Additional Continuation Sheets, if Necessary)

11. DATE OF ORIGINAL AGREEMENT
May 5, 1972

12. DATE OF THIS REVISION

13. ESTIMATED FINAL CONTRIBUTION DATE
December 31, 1973

14. FOR THE COOPERATING GOVERNMENT OR AGENCY

ver última página

15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT

see last page

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

Dach
DACHAJ
S&CDD

PC
PTCox
PRM

MA
RLHate
CONT.

RF
RF as coll
ADHO

SP
SP/askf
EXEC.

PRO AG
CONTINUATION
SHEET
ANNEX A

PROJECT AGREEMENT
BETWEEN AID AND

THE MINISTRY OF ECONOMY & INFOM
AGENCIES OF THE GOVERNMENT OF
GUATEMALA

1. Project Activity #
520-11-790-176.2

page 2 of 4

2. Agreement No.
72-20

3. xx Original

3. Project/Activity Title
PUBLIC ADMINISTRATION (Municipal)

I. INTRODUCCION

A. El Gobierno de Guatemala, representado por el Ministerio de Economía y el Instituto de Fomento Municipal (INFOM), y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (AID), celebran este convenio para proporcionar asistencia técnica al INFOM para evaluar y recomendar mejoras para su organización, funciones y procedimientos operativos.

II. DESCRIPCION DEL PROYECTO

A. El INFOM está interesado en identificar maneras de mejorar sus servicios actuales a las municipalidades y desarrollar nuevos servicios, particularmente en las áreas administrativa y de asistencia técnica, las cuales están indicadas bajo su legislación.

Para ayudar a proporcionar esta información, el INFOM contratará los servicios de una institución con experiencia en desarrollo municipal. Esta institución hará un diagnóstico de todas las operaciones del INFOM, tomando en cuenta las necesidades primordiales de las municipalidades así como el papel que deben desempeñar las demás agencias gubernamentales que las ayuden. El propósito específico de este estudio será identificar las actuales condiciones administrativas de funcionamiento y de servicio prestado por el INFOM; recomendar posibles alternativas que mejoren la situación actual; y proponer un plan y un programa de trabajo y su presupuesto para ejecutar los cambios necesarios.

For the Cooperating Government Agcy.
Signature: _____
Title: _____ Date: _____

I. INTRODUCTION

A. The Government of Guatemala, represented by the Ministry of Economy and the Municipal Development Institute (INFOM), and the Government of the United States of America, represented by the Agency for International Development (AID), enter into this Agreement to provide technical assistance to INFOM to evaluate and recommend improvements in its organization, functions and operating procedures.

II. PROJECT DESCRIPTION

A. INFOM is interested in identifying ways to improve its present services to the municipalities and to develop new services, particularly in the areas of administrative and technical assistance, which are called for under its legislation.

To help provide such information INFOM will contract the services of an institution with expertise in municipal development. This institution will carry out a "diagnostic" study of INFOM's entire operation, taking into account the major needs of the municipalities as well as the role of other Government agencies which assist them. The specific objective of this study will be to identify the present administrative and operating conditions and the services offered by INFOM; recommend possible alternatives which will improve the actual situation; and propose a work plan and budget designed to implement the necessary changes.

For the Agency for Internat. Develop.
Signature: _____
Title: _____ Date: _____

PRO AG
CONTINUATION
SHEET
ANNEX A

PROJECT AGREEMENT
BETWEEN AID AND

THE MINISTRY OF ECONOMY & INFOM
AGENCIES OF THE GOVERNMENT OF
GUATEMALA

1. Project Activity #
520-11-790-176.2

Page 3 of 4

2. Agreement No.
72-20

3. xx Original

3. Project/Activity Title
PUBLIC ADMINISTRATION (Municipal)

III. RESPONSABILIDADES DE LAS
PARTES

A. El INFOM conviene en:

1. Efectuar un contrato, sujeto a la aprobación previa de AID, con una institución de desarrollo municipal competente, para llevar a cabo el estudio descrito que antecede.

2. Cubrir cualquier costo adicional relacionado con este Convenio que exceda la suma de \$9,300.

3. Proporcionar ayuda administrativa, secretarial, de traducción y cualquier tipo de apoyo logístico, (transporte, espacio de oficina, etc.), requerido por la institución contratada durante su misión en Guatemala, y

4. Entregar a AID tres copias del informe final del contratista.

B. La AID acuerda proporcionar:

1. Hasta \$9,300 para los servicios contratados con una institución capacitada para llevar a cabo un estudio del INFOM, según se indica en el Artículo II, párrafo A, que antecede, y;

2. Prestar ayuda en la redacción del contrato de servicios, que por este medio se financia.

IV. DISPOSICIONES FINANCIERAS

A. La AID, representada por el Contralor de USAID, será designada agente fiscal del INFOM, con el objeto de efectuar los pagos

For the Cooperating Government/Agcy.

Signature: _____

Title: _____

Date _____

III. RESPONSIBILITIES OF THE
PARTIES

A. INFOM agrees to:

1. Execute a contract, subject to prior approval by AID, with a qualified municipal development institution to perform the study described above;

2. Cover any additional costs related to this Agreement in excess of \$9,300.

3. Provide administrative, secretarial, translation, and any other logistic support required by the contracted institution during its assignment in Guatemala, and

4. Furnish AID with three copies of the contractor's final report.

B. AID agrees to provide:

1. Up to \$9,300 for the contract services of a qualified institution to carry out a study of INFOM as outlined in Article II, paragraph A above, and;

2. Assistance in drafting the appropriate contract for the services herein financed.

IV. FINANCIAL DISPOSITIONS

A. AID, represented by the USAID Controller, will be designated fiscal agent for INFOM for the purpose of making payment to the contractor

For the Agency for Internat. Develop.

Signature: _____

Title: _____

Date _____

PRO AG
CONTINUATION
SHEET

ANNEX A

PROJECT AGREEMENT
BETWEEN AID AND

THE MINISTRY OF ECONOMY & INFOM
AGENCIES OF THE GOVERNMENT OF
GUATEMALA

1. Project Activity #
520-11-790-176.2

Page 4 of 4

2. Agreement No.
72-20

3. xx Original

3. Project/Activity Title
PUBLIC ADMINISTRATION (Municipal)

al contratista según el párrafo A, Artículo II que antecede. El Contratista deberá presentar al INFOM para su aprobación, el formulario 1034 en original y dos copias junto con las facturas correspondientes. El INFOM enviará los formulario aprobados al Contralor de USAID para su pago directo al Contratista en dólares.

V. DISPOSICIONES GENERALES

A. Las Disposiciones Generales (Anexo B) adjunto, formar parte Integral de este Convenio.

Firmado en los idiomas español e inglés a los 5 días de mayo de 1972.

Pod
Lic. Carlos Roberto Molina Mendos
Ministro de Economía

funded pursuant to paragraph A, Article II above. The Contractor will submit standard Form 1034 Voucher in original and two copies supported by Contractor's invoices, to INFOM for their approval. INFOM will forward the approved vouchers to the USAID Controller for payment directly to the Contractor in dollars.

V. GENERAL DISPOSITIONS

A. The Standard Provisions (Annex B), are hereby made part of this Agreement.

Signed in the English and Spanish languages this day 5th day of May, 1972.

Harlan A. Harrison, Deputy Director
USAID/Guatemala

José Francisco Murúa, Gerente
Instituto de Fomento Municipal

For the Cooperating Government/Agcy
Signature: _____

Title: _____

Date _____

For the Agency for Internat. Develop.
Signature: _____

Title: _____

Date _____

PDAAA-889-A1

5200176 (28) (27)

AID 1330-1 (6-64)

PRO AG

PROJECT AGREEMENT
 BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
 AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
 THE MINISTRY OF FOREIGN AFFAIRS AND THE MINISTRY OF ECONOMY

AGENCIES OF THE GOVERNMENT OF GUATEMALA

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO. 520-11-790-176.2 PAGE 1 OF 4 PAGES

2. AGREEMENT NO. 73-15 3. ORIGINAL OR REVISION NO.

PROJECT DESCRIPTION ANNEX A FOREIGN CURRENCY STANDARD PROVISIONS ANNEX
 STANDARD PROVISIONS ANNEX SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE
 PUBLIC ADMINISTRATION (Municipal)
 Instituto de Fomento Municipal

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE Sept. 1 1954

5. PROJECT DESCRIPTION AND EXPLANATION
 (See Annex A attached)

ECONOMIC COOPERATION AGREEMENT DATE

6. AID APPROPRIATION SYMBOL 72-1131010 7. AID ALLOTMENT SYMBOL 395-50-520-00-69-31

(other) DATE

8. AID FINANCING		PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
<input checked="" type="checkbox"/> DOLLARS	<input type="checkbox"/> LOCAL CURRENCY				
(a) Total			40,018		40,018
(b) Contract Services					
(c) Commodities					
(d) Other Costs			40,018		40,018
9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT					
SI.00 = Q1.00					
(e) Total					
(b) Technical and other Services					
(c) Commodities					
(d) Other Costs					

10. SPECIAL PROVISIONS (For Additional Continuation Blocks, If Necessary)

11. DATE OF ORIGINAL AGREEMENT February 27, 1973 12. DATE OF THIS REVISION
 13. ESTIMATED FINAL CONTRIBUTION DATE December 31, 1974
 14. FOR THE COOPERATING GOVERNMENT OR AGENCY 15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT
 SIGNATURE: _____ DATE: _____ SIGNATURE: _____ DATE: _____
 TITLE: _____ TITLE: _____

RLVivero ORD
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AND 100-1A (2-70) PRO AG CONTRIBUTION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF FOREIGN AFFAIRS AND THE MINISTRY OF ECONOMY AGENCIES MINISTRY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>2</u> OF <u>4</u> PAGES
		2. Agreement No. 73 - 15	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION (Municipal) Instituto de Fomento Municipal	

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Relaciones Exteriores, el Ministerio de Economía y el Instituto de Fomento Municipal (INFOM), y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante designada como AID), celebran este convenio para incrementar y mejorar el programa de desarrollo municipal del INFOM.

II. PLAN DE ACCION

A. INFOM obtendrá los servicios del Instituto Brasileiro de Administracao Municipal (IBAM) a través del Ministerio de Relaciones Exteriores de Guatemala, que proveerá los siguientes servicios durante un período de doce meses y concluyéndose no después del 31 de diciembre de 1974:

1. Proporcionar cuatro meses de adiestramiento académico y práctico a no menos de seis técnicos del INFOM en la Escuela Nacional de Servicios Urbanos del IBAM en el Brasil.

I. INTRODUCTION

The Government of Guatemala represented by the Ministry of Foreign Affairs, the Ministry of Economy and the Instituto de Fomento Municipal (INFOM), and the Government of the United States of America, represented by the Agency for International Development (hereinafter referred to as AID), enter into this agreement in order to expand and improve the municipal development program of INFOM.

II. PLAN OF ACTION

A. INFOM will obtain the services of the Instituto Brasileiro de Administracao Municipal (IBAM) through the Ministry of Foreign Affairs of Guatemala, to provide the following services over a twelve month period and terminating no later than December 31, 1974:

1. Provide four months of academic and field training to no less than six technicians from INFOM in IBAM's Escuela Nacional de Servicios Urbanos in Brazil.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1550-1A (11-70) PRO AG CONTINUATION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF FOREIGN AFFAIRS AND THE MINISTRY OF ECONOMY AGENCIES MINISTRY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>3</u> OF <u>4</u> PAGES
		2. Agreement No. 73 - 15	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION (Municipal) Instituto de Fomento Municipal	

2. Proporcionar un mes de estudio de observación en el IBAM a dos altos funcionarios del INFOM.

2. Provide one month of observational study to each of two high level INFOM officials in IBAM.

3. Transferir la capacidad técnica y operacional del IBAM en el campo del desarrollo municipalista al INFOM y a su personal por medio de un mínimo de cincuentiseis meses de asistencia técnica y adiestramiento a dotarse por cinco técnicos del IBAM en Guatemala.

3. Transfer IBAM's technical and operational capability in the field of municipal development to INFOM and its personnel through provision of a minimum of fifty six months of direct technical assistance and training to be given by five of IBAM's technicians in Guatemala.

III. RESPONSABILIDADES DE LAS PARTES

III. RESPONSIBILITIES OF THE PARTIES

A. AID conviene en reembolsar hasta un máximo de Q40,018 por el costo de servicios rendidos por el IBAM descritos en el Artículo II.A.3 arriba mencionado. Los reembolsos se harán de una manera, y sujeto a condiciones a establecerse por escrito entre la AID y el INFOM después de la formalización de arreglos entre el INFOM y el IBAM.

A. AID hereby agrees to reimburse INFOM up to a maximum of Q40,018 for the costs of services to be provided by IBAM as described in Article II.A.3. above. Reimbursement shall be made in a manner, and subject to conditions to be further agreed upon in writing by AID and INFOM when arrangements between INFOM and IBAM have been finalized.

B. INFOM proporcionará a AID lo siguiente:

B. INFOM will provide AID with the following:

For the Cooperating Government or Agency

SIGNATURE: _____ DATE: _____
 TITLE: _____

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1200-1A (2-70) PRO AG CONTRACTS SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF FOREIGN AFFAIRS AND THE MINISTRY OF ECONOMY AGENCIES OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>4</u> OF <u>4</u> PAGES
		2. Agreement No. 73 - 15	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION (Municipal) Instituto de Fomento Municipal	

1. Un borrador del contrato por los servicios descritos bajo el Artículo II antes de ser firmado.
2. Una copia de los reportes trimestrales del IBAM relacionados con los servicios prestados.
3. Una copia del informe escrito del IBAM a la terminación de los servicios.

1. Prior to signature, a draft of the contract for the services described under Article II.
2. A copy of IBAM's quarterly progress reports relating to services provided.
3. A copy of IBAM's written report upon completion of services.

IV. DISPOSICIONES GENERALES

IV. GENERAL PROVISIONS

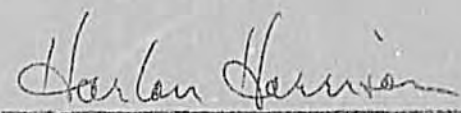
Las Disposiciones Generales (Anexo B) forman parte de este Convenio.

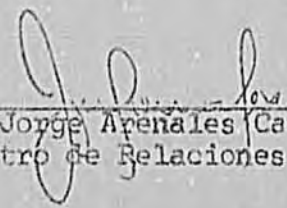
The Standard Provisions (Annex B) are made a part of this Agreement.

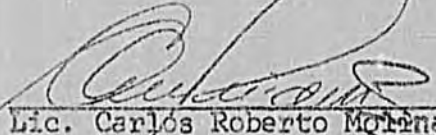
Firmado en español e inglés el 27 de febrero de 1973.

Signed in English and Spanish on February 27, 1973.


 Ing. José Francisco Murda, Gerente
 Instituto de Fomento Municipal


 Harlan A. Harrison, Act. Director
 USAID Mission to Guatemala


 Lic. Jorge Arenal Catalán
 Ministro de Relaciones Exteriores


 Lic. Carlos Roberto Molina Mencos
 Ministro de Economía

For the Cooperating Government or Agency	For the Agency for International Development
SIGNATURE: _____ DATE: _____	SIGNATURE: _____ DATE: _____
TITLE: _____	TITLE: _____

PRO AG

PROJECT AGREEMENT
 BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
 AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
 The Ministries of Foreign Affairs and Economy and INFOM

AN AGENCY OF THE GOVERNMENT OF Guatemala
 Agencies

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO.
520-11-790-176.2

2. AGREEMENT NO.
73-15

PAGE 1 OF 2 PAGES

3. ORIGINAL OR
REVISION NO. 1

PROJECT DESCRIPTION ANNEX A FOREIGN CURRENCY STANDARD PROVISIONS ANNEX

STANDARD PROVISIONS ANNEX SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE
 Public Administration (Municipal)
 Instituto de Fomento Municipal

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE 9/1/54

5. PROJECT DESCRIPTION AND EXPLANATION

(See Annex A attached)

ECONOMIC COOPERATION AGREEMENT DATE

6. AID APPROPRIATION SYMBOL 7. AID ALLOTMENT SYMBOL
 72-1131010 395-50-520-00-69-43

(Other) DATE

[Signature]
 DACHAIJ
 ORD

[Signature]
 WLBINFORD
 PRM

[Signature]
 CONT

6. AID FINANCING	PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
<input checked="" type="checkbox"/> BILateral <input type="checkbox"/> LOCAL CURRENCY				
(a) Total	40,018			40,018
(b) Contract Services		40,018		40,018
(c) Commodities				
(d) Other Costs	40,018		40,018	
9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT				
Symbol: Q1.00				
(a) Total		14,940		14,940
(b) Technical and other Services				
(c) Commodities				
(d) Other Costs		14,940		14,940

10. SPECIAL PROVISIONS (Use Individual Contribution Sheets, if necessary)

11. DATE OF ORIGINAL AGREEMENT: February 27, 1973

12. DATE OF THIS REVISION: April 26, 1974

13. ESTIMATED FINAL CONTRIBUTION DATE: December 31, 1975

14. FOR THE COOPERATING GOVERNMENT OR AGENCY: Ver última página

15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT: See last Page

SIGNATURE: _____ DATE: _____

TITLE: _____

AID 1380-1A (D-70) PRO AG CONTINUATION SHEET ANNEX "A"	PROJECT AGREEMENT BETWEEN AID AND The Ministries of Foreign Affairs and Economy and INFOM	1. Project/Activity No. 520-11-790-176.2	PAGE <u>2</u> OF <u>5</u> PAGES	
	MINISTRY OF THE GOVERNMENT OF Agencies <div style="text-align: right;">Guatemala</div>	2. Agreement No. 73-15	3. <input type="checkbox"/> Original or Revision No. <u>1</u>	
		3. Project/Activity Title Public Administration (Municipal) Instituto de Fomento Municipal		

I. INTRODUCCION

El propósito de esta revisión es efectuar los cambios indicados en las Casillas Nos. 8 y 13 de la carátula y enmendar el Anexo A a solicitud del INFOM, según oficio No. 2074 de fecha 9 de abril, 1974, como sigue:

SUPRIMIR los Artículos II, III y IV en su totalidad y SUSTITUIRLOS por lo siguiente:

II. OBJETIVO

El objetivo de este Convenio es prestar ayuda al INFOM para analizar su organización administrativa y servicios a las municipalidades rurales, y formular las recomendaciones y mecanismos específicos de aplicación práctica para acelerar el desarrollo municipal.

III. PLAN DE ACCION

A. El INFOM llevará a cabo las siguientes actividades durante el período que cubre este Convenio:

1. Reorganización Interna

Examinar y mejorar las siguientes áreas:

- a. Estructura;
- b. Reglamentos internos; y
- c. Sistemas y procedimientos de trabajos rutinarios internos.

I. INTRODUCTION

The purpose of this revision is to effect the changes indicated in Blocks 8 and 13 of the face sheet and to amend Annex A as follows per request from INFOM dated April 9, letter No. 2074:

DELETE Articles II, III and IV in their entirety and SUBSTITUTE as follows:

II. OBJECTIVE

The objective of this Agreement is to assist INFOM in analyzing its administrative organization and services to rural municipalities, and recommending specific and practical mechanisms for accelerating municipal development.

III. PLAN OF ACTION

A. INFOM will carry out the following activities during the period of this Agreement:

1. Internal Reorganization

Examine and improve the following areas:

- a. Structure;
- b. Internal regulations; and
- c. Systems and procedures for routine internal functions.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1350-1A (3-70) PRO AG CONTINUATION SHEET ANNEX "A"	PROJECT AGREEMENT BETWEEN AID AND The Ministries of Foreign Affairs and Economy and INFOM	1. Project/Activity No. 520-11-790-176 2	PAGE 3 OF 5 PAGES
	ANNEX OF THE GOVERNMENT OF Agencies	2. Agreement No. 73-15	3. <input type="checkbox"/> Original or Revision No. 1
	ANNEX OF THE GOVERNMENT OF Agencies Guatemala	3. Project/Activity Title Public Administration (Municipal) Instituto de Fomento Municipal	

2. <u>Desarrollo Organizacional</u>	2. <u>Organizational Development</u>
-------------------------------------	--------------------------------------

Establecer una aplicación coordinada de técnicas y procedimientos que, con la estrecha colaboración del personal involucrado, permitan lograr mejoras en la productividad.

Establish a coordinated application of techniques and procedures which will permit, with the close participation of the personnel involved, an increase in productivity.

3. Asistencia Técnica a las Municipalidades

3. Technical Assistance to Municipalities

Mejorar los programas de asistencia técnica y financiera del INFOM a las municipalidades en lo siguiente:

Improve INFOM's technical and financial assistance programs to municipalities as follows:

- a. Administración Municipal;
- b. La efectividad de las funciones municipales técnicas, financieras y de servicios públicos.

- a. Municipal Administration;
- b. The effectiveness of municipal technical, financial and public services functions.

4. Coordinación con Otras Agencias

4. Coordination with Other Agencies

Mejorar la coordinación de las actividades con otras agencias nacionales e internacionales, dedicadas a resolver problemas municipales y a lograr el máximo rendimiento de los recursos nacionales destinados al sector municipal.

Improve the coordination of activities with other national and international institutions engaged in solving municipal problems and maximizing the utilization of national resources destined to the municipal sector.

5. Evaluación

5. Evaluation

Integrar en el sistema administrativo los mecanismos de control que permitan evaluar en forma cuantificable, la eficiencia y eficacia del INFOM.

Integrate into the administrative system the necessary control mechanism to permit quantitative evaluation of the efficiency and effectiveness of INFOM.

For the Cooperating Government or Agency

SIGNATURE: _____ DATE: _____

TITLE: _____

For the Agency for International Development

SIGNATURE: _____ DATE: _____

TITLE: _____

AID 1020-1A
 (3-70)
 PRO AG
 CONTINUATION
 SHEET
 ANNEX DA

PROJECT AGREEMENT
 BETWEEN AID AND
 The Ministries of Foreign
 Affairs and Economy and INFOM
 AGENCIES OF THE GOVERNMENT OF
 Agencies Guatemala

1. Project/Activity No.
 520-11-790-176.2

PAGE 4 OF 5 PAGES

2. Agreement No.
 73-15

3. Original or 1
 Revision No. _____

3. Project/Activity Title
 Public Administration (Municipal)
 Instituto de Fomento Municipal

B. La AID financiará los servicios de una firma consultora calificada que proporcione asesoría en las áreas de administración general y municipal, desarrollo organizacional y sistemas de asistencia técnica a las municipalidades.

B. AID will finance the services of a qualified consulting firm which will provide assistance in the areas of general and municipal administration, organizational development and technical assistance systems for municipalities.

IV. RESPONSABILIDAD DE LAS PARTES

IV. RESPONSIBILITIES OF THE PARTIES

A. El Gobierno de los Estados Unidos de América, a través de la Agencia para el Desarrollo Internacional, por este medio conviene en proporcionar:

A. The Government of the United States of America, through the Agency for International Development, hereby agrees to provide:

1. Servicio de Consultoría

1. Consulting Services

Hasta \$40,018 para cubrir el costo de los servicios de un especialista en administración general y municipal por 12 meses.

Up to \$40,018 to cover the costs of 12 months of a specialist in general and municipal administration.

B. El INFOM conviene en proporcionar la siguiente contribución como contrapartida a la donación de AID:

B. INFOM agrees to provide the following counterpart contribution to the AID grant:

1.	Transporte en el país	\$1,200
2.	Espacio de Oficina	1,200
3.	Una Secretaria a tiempo completo	2,400
4.	Un técnico contraparte	10,140
	Total	\$14,940

1.	In-country transportation	\$1,200
2.	Office Space	1,200
3.	A full-time secretary	2,400
4.	One counterpart technician	10,140
	Total	\$14,940

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1880-1A (1-70) PRO AG CONTINUATION SHEET ANNEX "A"	PROJECT AGREEMENT BETWEEN AID AND The Ministries of Foreign Affairs and Economy and INFOM AGENCY OF THE GOVERNMENT OF Agencies Guatemala	1. Project/Activity No. 520-11-790-176.2	PAGE <u>5</u> OF <u>5</u> PAGES
		2. Agreement No. 73-15	3. <input type="checkbox"/> Original or Revision No.
		3. Project/Activity Title Public Administration (Municipal) Instituto de Fomento Municipal	

C. El INFOM también conviene en presentar a la AID para su previa aprobación el contrato de asistencia técnica que se financie bajo este Convenio.

C. INFOM also agrees to submit to AID for its prior approval the technical assistance contract to be financed under this Agreement.

V. DISPOSICIONES FINANCIERAS

V. FINANCIAL PROVISIONS

A. Los fondos provistos en este Convenio para los servicios de asistencia técnica, serán pagados directamente al contratista al presentar al Contralor de AID el comprobante 1034 debidamente aprobado por el Gerente del INFOM, en original y dos copias, y cualquier documentación adicional que el Contralor de AID considere apropiada. Los reembolsos se efectuarán mensualmente.

A. The funds provided under this Agreement for technical assistance services will be paid directly to the contractor upon presentation to the AID Controller of Standard Form 1034 voucher duly approved by the Manager of INFOM, in original and two copies and such supporting documentation as the AID Controller considers appropriate. Reimbursements will be made monthly.

VI. DISPOSICIONES GENERALES


VI. GENERAL PROVISIONS

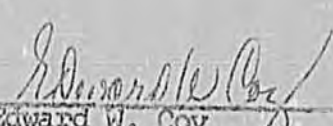
A. Las Disposiciones Generales (Anexo B) adjunto, forman parte integral de este Convenio.


A. The Standard Provisions (Annex B), attached, are hereby made part of this Agreement.


Firmado en inglés y español a los 25 días del mes de abril de 1974.

Signed in English and Spanish on April 25, 1974.


 Ing. José Francisco Murúa, Gerente
 Instituto de Fomento Municipal


 Edward W. Coy
 USAID Mission to Guatemala


 Lic. Jorge Arenales Catalán
 Ministro de Relaciones Exteriores


 Lic. Carlos Roberto Molina Mencos
 Ministro de Economía

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1320.1
(6-64)

PRO AG

PROJECT AGREEMENT
BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF GUATEMALA

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annex attached hereto, as checked below:

1. PROJECT/ACTIVITY NO.
520-11-790-176.2

PAGE 1 OF 4 PAGES

2. AGREEMENT NO.
73 - 16

3. ORIGINAL OR
REVISION NO. _____

PROJECT DESCRIPTION ANNEX A

FOREIGN CURRENCY STANDARD PROVISIONS ANNEX

STANDARD PROVISIONS ANNEX

SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE
ADMINISTRACION PUBLICA - Desarrollo Municipal (INAD)
PUBLIC ADMINISTRATION - Municipal Development (INAD)

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION

DATE
Sept. 1, 1954

5. PROJECT DESCRIPTION AND EXPLANATION

(See Annex A attached)

ECONOMIC COOPERATION AGREEMENT

DATE

6. AID APPROPRIATION SYMBOL

72-1131010

7. AID ALLOTMENT SYMBOL

395-50-520-00 69-31

(other)

DATE

DW
RdeVivero
ORD

8. AID FINANCING	PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
<input checked="" type="checkbox"/> COLLARED <input type="checkbox"/> LOCAL CURRENCY				

(a) Total

60,000

60,000

Dach
DACHalij
ORD

(b) Contract Services

11,000

11,000

(c) Commodities

(d) Other Costs

49,000

49,000

M
RLHale
CONT

9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT
 01.00 = 01.00

(a) Total

(b) Technical and other Services

(c) Commodities

(d) Other Costs

PC
PICox
PRM

RF
RFascall
ADDR

10. SPECIAL PROVISIONS (See Additional Specifications Sheet, if Necessary)

11. DATE OF ORIGINAL AGREEMENT

April 24, 1973

12. DATE OF THIS REVISION

13. ESTIMATED FINAL CONTRIBUTION DATE

December 31, 1973

14. FOR THE COOPERATING GOVERNMENT OR AGENCY

15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT

SIGNATURE: _____ DATE: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

PROJECT AGREEMENT
BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

1. Project/Activity No.
520-11-790-176.2

PAGE 2 OF 14 PAGES

2. Agreement No.
73 - 16

3. Original or
Revision No. _____

3. Project/Activity Title
PUBLIC ADMINISTRATION - Municipal
Development (INAD)

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía, y el Instituto Nacional de Administración para el Desarrollo (INAD), y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante referida como AID) celebran este convenio con el objeto de establecer los objetivos, curso de acción y responsabilidades de las partes, para continuar el proyecto de desarrollo municipal.

La ayuda de AID para este proyecto tiene como propósito responder a la política del Gobierno de Guatemala de reforzar la capacidad administrativa y técnica de los gobiernos municipales del área rural, permitiéndoles así ofrecer mejores servicios públicos a la población rural.

II. OBJETIVOS

Los objetivos de este proyecto son los siguientes:

A. Mejorar los sistemas administrativos y financieros de los gobiernos municipales del área rural.

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy and the National Institute for Development Administration (INAD), and the Government of the United States of America, represented by the Agency for International Development (hereinafter referred to as AID) enter into this agreement in order to establish the objectives, course of action, and responsibilities of the parties in continuing a municipal development project.

The AID support for this project responds to the policy of the Guatemalan Government to strengthen the administrative and technical capacity of rural municipal governments in order to provide improved public services to the rural population.

II. OBJECTIVES

The objectives of this project are the following:

A. Improve the administrative and financing systems of the rural municipal governments.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

PROJECT AGREEMENT
BETWEEN AID AND

1. Project/Activity No.
520-11-790-176.2

PAGE 3 of 14 PAGES

PRO AG
CONTRIBUTION
SHEET

THE MINISTRY OF ECONOMY

2. Agreement No.
73 - 16

3. Original or
Revision No. _____

ANNEX
A

AN AGENCY OF THE GOVERNMENT OF
GUATEMALA

3. Project/Activity Title
PUBLIC ADMINISTRATION - Municipal
Development (INAD)

B. Aumentar la iniciativa de las municipalidades en la utilización de sus propios recursos en la realización de proyectos locales inter-municipales de auto-ayuda.

B. Increase the municipalities' initiative as regards utilization of local resources in carrying-out local, inter-municipal, self-help projects.

C. Promover la participación cívica de la población rural en las decisiones y actividades de los gobiernos municipales.

C. Promote greater civic participation of the rural population as regards the decisions and activities of municipal governments.

D. Establecer mecanismos permanentes y funcionales de coordinación entre las municipalidades y otras entidades estatales e instituciones privadas de desarrollo rural.

D. Establish permanent mechanisms which allow functional coordination between the municipalities, other public entities and private development institutions.

III. PLAN DE ACCION

III. PLAN OF ACTION

A. Para realizar los objetivos mencionados durante el periodo comprendido entre el 1o. de abril de 1973 al 31 de diciembre de 1973, el INAD:

A. To meet the forementioned objectives during the period April 1, 1973 through December 31, 1973, INAD will:

1. Realizará un estudio de operaciones municipales para desarrollar un sistema presupuestario más funcional para las municipalidades.

1. Carry-out an analysis of the operations of municipalities in order to develop a more functional budget system for the municipalities.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

AID 1330-1A (3-70) PRO AG CONTRIBUTION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>4</u> OF <u>14</u> PAGES
		2. Agreement No. 73 - 16	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

- | | |
|---|---|
| <p>2. Elaborará un manual de presupuesto, de sistemas de recaudación y funciones de personal municipal.</p> | <p>2. Prepare a manual regarding budgeting, tax collection systems, and job descriptions of municipal personnel.</p> |
| <p>3. Realizará por lo menos seis cursos sobre reformas tributarias para empleados y funcionarios municipales y realizará actividades de seguimiento para asistir en el establecimiento de reformas administrativas de los sistemas de recaudación tributaria en por lo menos 30 municipalidades.</p> | <p>3. Carry out at least six courses on tax reform for municipal employees and officials, follow-up with activities to assist establishment of administrative and tax collection reforms in at least 30 municipalities.</p> |
| <p>4. Realizará por lo menos tres cursos regionales sobre presupuestos e introducción de sistemas más adecuados para la planificación de presupuestos. Por lo menos 30 municipalidades se beneficiarán con esta actividad.</p> | <p>4. Carry out at least 3 regional courses on budgeting and introducing more adequate systems for budgetary planning. At least 30 municipalities are to be benefited by this activity.</p> |
| <p>5. Realizará tres talleres de coordinación entre municipalidades e instituciones de desarrollo.</p> | <p>5. Carry out 3 workshops to improve coordination between the municipalities and development institutions.</p> |

For the Cooperating Government or Agency		For the Agency for International Development	
SIGNATURE: _____	DATE: _____	SIGNATURE: _____	DATE: _____
TITLE: _____		TITLE: _____	

AID 1286-1A
(2-70)
PRO AG
CONTINUATION
SHEET
ANNEX **A**

PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>5</u> OF <u>14</u> PAGES
	2. Agreement No. 73 - 16	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

6. Elaborará el diseño de la modernización administrativa general para las municipalidades de las cabeceras departamentales donde trabaja el INAD.

6. Elaborate general administrative modernization design for the departmental capital municipalities where INAD works.

7. Proveerá asistencia a por lo menos 10 municipalidades en la planificación de proyectos de iniciativa local (i.e. fabricación de adoquines, tubos de cemento, etc.).

7. Provide assistance to at least 10 municipalities in the planning of projects originating from local initiative (i.e. production of cement street paving units, cement tubes, etc.).

IV. RESPONSABILIDADES DE LAS PARTES

IV. RESPONSIBILITIES OF THE PARTIES

A. La AID conviene en proporcionar lo siguiente:

A. AID hereby agrees to provide the following:

1. Servicios por Contrato:

1. Contract Services:

El financiamiento de 8½ meses de servicio de un Asesor en Desarrollo Municipal, contratado por el INAD a un costo aproximado de \$11,000.

Financing of 8½ man-months of services of a Municipal Development Advisor to be contracted by INAD at an estimated cost of \$11,000.

2. Otros Gastos:

2. Other Costs:

Financiamiento hasta por Q49,000 conforme al Anexo B, "Presupuesto de Otros Gastos". Los fondos por "Otros Gastos" que no

Financing of up to \$49,000 as detailed in Annex B, "Other Costs Budget". "Other Costs" funds not utilized by December 31,

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

AID 1520-1A (9-70) PRO AG CONTINUATION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE 6 OF 14 PAGES
		2. Agreement No. 73 - 16	3. <input checked="" type="checkbox"/> Original or Revision No.
		3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

hayan sido utilizados al 31 de diciembre de 1973, serán automáticamente rebajados.

1973 will be automatically de-obligated.

V. PLAN DE EJECUCION DEL PROYECTO

A. EL INAD preparará un nuevo Plan de Ejecución del Proyecto para la duración de este Convenio que muestre: (1) un detalle de las actividades y sus respectivos periodos de duración; (2) el personal responsable de la implantación de esas actividades; y (3) las instituciones o grupos involucrados en cada actividad. No habrá ningún desembolso de fondos por "Otros Gastos" bajo este Convenio después del primero de junio de 1973, a menos que el nuevo plan de ejecución haya sido mutuamente aprobado por la Misión AID y el INAD.

B. El Plan de Ejecución gobernará las operaciones del proyecto, y cualquier enmienda al mismo se hará por acuerdo escrito por el Director de la Oficina de Desarrollo Rural, AID, y el Director del INAD. Tales enmiendas no requerirán necesariamente una enmienda formal de este Convenio de Proyecto.

For the Cooperating Government or Agency

V. PROJECT IMPLEMENTATION PLAN

A. INAD will prepare a revised Project Implementation Plan for the duration of this Agreement showing (1) a breakdown of activities and their estimated time span, (2) personnel responsible for implementing these activities, and (3) institutions or client groups involved in each activity. There will be no disbursement of "Other Costs" funds under this Agreement after June 1, 1973, unless the revised Implementation Plan has been mutually approved by AID and INAD.

B. The Implementation Plan will govern project operations, and amendments to it may be made by written agreement of the Director, Office of Rural Development, AID, and the Director of INAD. Such amendments will not necessarily require formal revision of this Project Agreement.

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1350-1A (9-7-0) PRO AG CONTINUATION SHEET A ANNEX	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE 7 OF 14 PAGES
		2. Agreement No. 73 - 16	3. <input checked="" type="checkbox"/> Original or Revision No.
		3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

C. En caso de que no se llegue a un acuerdo sobre los términos del Plan de Ejecución o sus enmiendas, o si cualquiera de las partes no cumple con sus responsabilidades incluidas en este documento, se dará por terminado este Convenio.

C. Failure to reach agreement as to the terms of the Implementation Plan or its amendments, or failure by either party to fulfill its responsibilities thereunder will be sufficient cause for either party to terminate this Agreement.

VI. EVALUACION

El Plan de Ejecución servirá tanto al INAD como a la AID como un instrumento evaluativo y de control para medir el progreso del programa. Además del informe de progreso mensual, el INAD deberá presentar un informe completo de evaluación sobre el proyecto de desarrollo municipal para el 31 de diciembre de 1973.

VI. EVALUATION

The Project Implementation Plan will serve both INAD and AID as an effective monitoring and evaluation instrument to measure the progress of the program. In addition to the monthly progress reports, INAD will submit to AID a comprehensive evaluation report on the municipal development project by December 31, 1973.

VII. DISPOSICIONES FINANCIERAS Y ADMINISTRATIVAS

1. El INAD será responsable de la administración de los fondos proporcionados bajo "Otros Gastos", casilla 8, (d) de conformidad con el presupuesto en el Anexo B.

2. Al recibir solicitud escrita del INAD, la AID hará un adelanto por Q7,500, los cuales serán utilizados como

VII. FINANCIAL AND ADMINISTRATIVE PROVISIONS

1. INAD will be responsible for the management of the funds provided under "Other Costs" block 8, (d) in accordance with the budget shown in Annex B.

2. Upon written request by INAD, AID will make an advance in the amount of \$7,500 to be used in the form of an imprest

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1286-1A (D-701) PRO AG CONTINUATION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY	1. Project/Activity No. 520-11-790-176.2	PAGE <u>8</u> OF <u>14</u> PAGES
		2. Agreement No. 73 - 16	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	AN AGENCY OF THE GOVERNMENT OF GUATEMALA	3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

parte del fondo de anticipos para cubrir los gastos iniciales bajo el presupuesto de "Otros Gastos" del Anexo B.

fund to cover initial expenditures under the "Other Costs" Budget, Annex B.

3. Todos los gastos hechos de "Otros Gastos" para este proyecto serán realizados por el Director del INAD, con la aprobación escrita del Asesor de AID. Todas las compras hechas con estos fondos deberán ser razonables y se harán generalmente a los precios más bajos que se puedan obtener por mercancías y servicios, considerando la calidad, tiempo y otros factores. Se tratará de obtener descuentos por cantidad, pagos puntuales, etc., y de ser posible deberán estar de acuerdo con aquellos recibidos regularmente por la AID y el Gobierno de Guatemala. A menos que sea autorizado por la AID en Washington, las compras de todo el equipo y materiales amparadas por este Convenio, deberán limitarse a aquellos países incluidos en el Código Geográfico 000 de la AID, así como al país cooperante, en lo que se refiere a la compra de equipo, materiales y suministros que sean: (a) nativos del país; (b) localmente producidos; (c) artículos de mantenimiento administrativo u operativo de consumo comprados normalmente en el mercado local; y (d) artículos de emergencia que sean de

3. All such "Other Cost" expenditures in support of this project will be made by the Director of INAD with the written approval of the AID Advisor. All purchases made with these funds must be reasonable and purchases shall be generally made at the lowest competitive prices obtainable for the goods and services, considering quality, time, and other factors. Prompt payment, quantity, or other discounts shall be sought and when possible, should be in line with discounts regularly received by the AID and the Government of Guatemala in making purchases. Except as specifically authorized by AID/W, the purchase of commodities authorized under this Project Agreement will be limited to countries included in AID Geographic Code 000 plus the Cooperating Country itself for purchase of equipment, materials, and supplies which are (a) indigenously mined or grown; (b) locally produced; (c) administrative maintenance and operating items of a consumable nature normally purchased in the local market, and (d) emergency items needed promptly or immediately available in the Cooperating Country and the need for which could not previously

For the Cooperating Government or Agency		For the Agency for International Development	
SIGNATURE: _____	DATE: _____	SIGNATURE: _____	DATE: _____
TITLE: _____		TITLE: _____	

AID 1000-1A 10-000 PRO AG CONTINUATION SHEET A ANNEX	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>9</u> OF <u>14</u> PAGES
		2. Agreement No. 73 - 16	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

uso inmediato o que puedan ser obtenidos inmediatamente en el país cooperante, y cuya necesidad no pudo haber sido razonablemente anticipada.

have been reasonably anticipated.

4. El INAD mantendrá un registro enumerado cronológicamente de todos los gastos hechos bajo este Convenio. Cada gasto indicado en el registro será certificado por el Contador del INAD y el Asesor de la AID y será acompañado por el formulario "Compra de Materiales o Contratación de Servicios Personales" debidamente autenticado.

4. INAD will maintain a register listing chronologically all expenditures made under this Agreement. Each expenditure listed in the register will be certified by the INAD Controller and the AID Advisor and be substantiated by INAD request for services and supplies properly authenticated.

5. Al recibirse las solicitudes de pago de los contratistas, vendedores, etc., INAD efectuará los pagos de los fondos que se les han anticipado y luego enviarán los respectivos documentos al Contralor de la AID con el Comprobante (voucher) de reembolso. Cuando las erogaciones hayan llegado al punto en que el saldo no sea mayor que la cantidad originalmente anticipada, entonces se aplicará el método de comprobante "no pagadero" (no-pay voucher).

5. As requests for payment are received from contractors, suppliers, etc., INAD will make payment from the advanced funds and then forward acceptable documentation to the AID Controller with a reimbursement voucher. When expenditures have reached the point where the remaining balance is no larger than the amount initially advanced, then the "no-pay voucher" method will be applied.

6. El INAD presentará la documentación especificada abajo al Contralor, AID, para propósitos de reembolso

6. INAD will submit the documentation specified below to the AID Controller for reimbursement with an accompanying certificate

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1246-1A 20-770 PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>10</u> OF <u>14</u> PAGE
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		3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

acompañada de una certificación firmada por el Director del INAD y por el Contador, en la siguiente forma: "El suscrito certifica que los servicios para los que se solicita el reembolso han sido prestados satisfactoriamente y que los costos de los mismos han sido cancelados y son debidamente reembolsables de conformidad con el Convenio de Proyecto No.73-16."

signed by the INAD Director and Controller as follows: "The undersigned certifies that the services for which reimbursement is requested have been satisfactorily rendered and that the costs thereof have been paid and are properly reimbursable in accordance with Project Agreement No.73-16".

7. La Misión AID efectuará los reembolsos de acuerdo con los términos de este Convenio al recibir: (1) el comprobante 1034 (voucher standard form) en original y dos copias, y (2) la documentación especificada a continuación:

7. Reimbursements shall be made by AID under the terms of this Agreement upon receipt of:(1) voucher standard form 1034 in original and two copies, and (2) support documentation as follows:

- a. Un detalle de los renglones amparado por facturas, recibos y cualquier otra documentación requerida por el Contralor de AID.
- b. Copias de las planillas acompañadas de evidencia satisfactoria de pago y el record de asistencia (ver Anexo C - Formulario No. 1).

- a. An itemized statement supported by copies of receipts, invoices and any other documentation required by the AID Controller.
- b. Copies of payrolls accompanied by satisfactory evidence of payment and attendance register (see Annex C - Form No. 1).

For the Cooperating Government or Agency

 SIGNATURE: _____ DATE: _____
 TITLE: _____

For the Agency for International Development

 SIGNATURE: _____ DATE: _____
 TITLE: _____

PRO AG CONTRIBUTION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY	1. Project/Activity No. 520-11-790-176.2	PAGE 11 OF 14 PAGES
	AN AGENCY OF THE GOVERNMENT OF GUATEMALA	2. Agreement No. 73 - 16	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		2. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

- | | |
|--|---|
| <p>c. Un record de control separado para la operación de cada vehículo durante el período (ver Anexo C - Formulario No.2).</p> <p>8. El comprobante final (voucher) para el reembolso deberá presentarse dentro de los 30 días siguientes a la expiración o terminación del Convenio.</p> <p>9. El INAD seleccionará, empleará y supervisará a todo el personal de este proyecto contratado por el INAD. Ninguna persona cuyo salario provenga de los fondos proporcionados bajo este Convenio, podrá ser empleada si no es aceptable a ambas partes. Todos los contratos de trabajo, reembolsables con fondos proporcionados bajo este convenio, deberán ser aprobados antes de su ejecución por ambas partes. Con excepción de los especialistas en Planificación Regional y Finanzas Municipales y de los Asesores Temporales e Investigadores, todas las personas contratadas bajo este Convenio trabajarán exclusivamente y a tiempo completo en el proyecto de desarrollo municipal.</p> | <p>c. A separate control record for the operation of each vehicle (see Annex C - Form No. 2) during the period.</p> <p>8. Final voucher for reimbursement must be submitted within 30 days after expiration or termination of the Agreement.</p> <p>9. INAD will select, employ, and supervise all personnel in the project contracted by INAD. No person to be paid with funds provided under this Project Agreement will be employed who is not acceptable to both parties. All contracts for employment reimbursable from funds provided in this Agreement will be approved by both parties prior to execution. Except for the Regional Planner and the Municipal Finance specialists, the Temporary Advisors and Researchers, all persons contracted under this Agreement will work exclusively and full-time on the municipal development project.</p> |
|--|---|

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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AID 100-11A 2-17-73 PRO AG CONTRACT SHEET INDEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE 12 OF 14 PAGES
		2. Agreement No. 73 - 16	3. <input checked="" type="checkbox"/> Original or Revised No.
		3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

10. Todas las compras locales de materiales y equipo hechas utilizando los fondos de AID estarán limitadas a artículos de origen estadounidense o guatemalteco, excepto que la AID autorice específicamente otra cosa por escrito.

10. All local purchases of supplies and materials utilizing AID funding shall be restricted to those items of United States of Guatemalan origin, except as otherwise specifically authorized in writing by AID.

11. Todas las compras locales de aquellos artículos incluidos en la lista de precios emitida trimestralmente por la Dirección del Presupuesto del Gobierno de Guatemala no excederán los precios establecidos en la misma. Todas las demás compras se harán al precio más bajo obtenible y con los descuentos ordinarios disponibles a la AID y a otras instituciones.

11. All local purchases of items included in the Guatemalan Ministry of Finance Budget Office quarterly contract price list will not exceed the prices established therein. All other purchases will be made at the lowest prices obtainable and with the discounts ordinarily available to AID and GCG institutions.

12. Todos los pagos por concepto de viáticos no excederán los establecidos por el Gobierno de Guatemala para su personal para niveles de salario equivalentes, regiones del país, y período de duración fuera de su residencia permanente.

12. All payments for per diem will not exceed those established by the Government of Guatemala for its personnel for equivalent salary levels, country areas, and duration of period away from permanent residence.

13. Las tarifas de sueldos y compensación establecidas

13. The salary and compensation rates established by INAD will

For the Cooperating Government or Agency

SIGNATURE: _____ DATE: _____
 TITLE: _____

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1720-1A 9-70 PRO AG CONTRIBUTED SHEET A AMEX	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>13</u> OF <u>14</u> PAGES
		2. Agreement No. 78 - 16	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development (INAD)	

por el INAD estarán de acuerdo con el código de servicio civil de Guatemala por tareas, responsabilidades y requisitos de capacidad equivalentes.

be in accord with the civil service code of Guatemala for equivalent duties, responsibilities and qualification requirements.

14. La contribución financiera de AID es para realizar el propósito de este proyecto y no implica ninguna relación patronal por parte de AID con las personas contratadas por el INAD. El INAD, asumirá todas las responsabilidades por los mencionados empleados en lo que respecta a seguro social, indemnización, seguro y demás obligaciones patronales requeridas por la ley guatemalteca o por procedimientos ya establecidos.

14. The AID financial contribution is for the purposes of the project, and does not imply an employer relationship by AID for those persons employed by INAD. INAD will assume all responsibilities for said employees as to social security, indemnization, insurance, and all other employer obligations required by Guatemalan law or custom.

15. El INAD deberá proporcionar a la AID, el 15 de cada mes, un informe de progreso sobre las actividades llevadas a cabo bajo este convenio en el mes anterior. No se harán reembolsos por gastos hasta que el informe de progreso del periodo correspondiente haya sido recibido.

15. INAD will submit to AID by the 15th of each month a progress report on activities carried out under this project during the previous month. No reimbursement of expenditures will be made until progress reports for the corresponding period are received.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

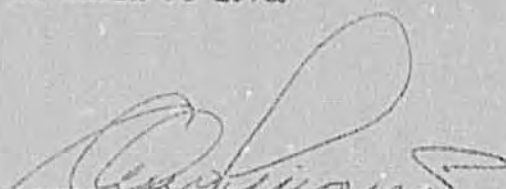
SIGNATURE: _____ DATE: _____
 TITLE: _____


AID 1800-1A 2-73 PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY	1. Project/Activity No. 520-11-790-176.2	PAGE <u>14</u> OF <u>14</u> PAGES
	AN AGENCY OF THE GOVERNMENT OF GUATEMALA	2. Agreement No. 73 - 16	3. <input checked="" type="checkbox"/> Original or Revision No.
		3. Project/Activity Title PUBLIC ADMINISTRATION - Municipal Development	

VIII. DISPOSICIONES GENERALES

Los Anexos B, C, y el Anexo D (Disposiciones Generales) forman parte de este Convenio.

Firmado en la Ciudad de Guatemala en los idiomas español e inglés a los 24 días del mes de abril de 1973.

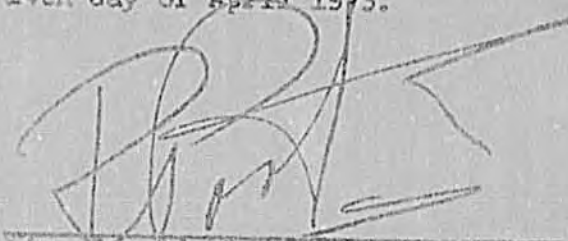

 Lic. Carlos Roberto Morúa Mencos
 Ministro de Economía



 Dr. F. José Monsanto, Director
 Instituto Nacional de Administración
 para el Desarrollo (INAD)

VIII. GENERAL PROVISIONS

Annexes B, C, and Annex D (Standard Provisions) are hereby made a part of this Agreement.

Signed in Guatemala City in English and Spanish on the 24th day of April 1973.


 Lic. Ronaldo Berta España, Coordinador General, Plan de Desarrollo Nacional


 Harlan A. Harrison, Director
 USAID Mission/Guatemala

For the Cooperating Government or Agency
 SIGNATURE: _____ DATE: _____
 TITLE: _____

For the Agency for International Development
 SIGNATURE: _____ DATE: _____
 TITLE: _____

ANEXO B

"PRESUPUESTO DE OTROS GASTOS"

(Aro. de abril, 1972 - 31 de diciembre, 1973)

1. Coordinador Central para Adiestramiento	630/m x 9	5,670
2. Supervisor Regional	350/m x 9	3,159
3. Especialista en Planificación Regional	550/m x 9	4,950
4. Especialista en Finanzas Municipales	640/m x 9	5,760
5. 6 Promotores-Instructores	300/m x 9	16,200
6. Investigadores Temporales en Desarrollo Municipal		1,661
7. Mantenimiento de vehículos, lubricantes		3,600
8. Viáticos oficiales dentro del país para personal del INAD		3,000
9. Gastos para cursos de adiestramiento		4,000
10. Materiales de adiestramiento y equipo de oficina		1,000
	TOTAL	<u>49,000</u>

ANNEX B

"OTHER COSTS BUDGET"

(April 1, 1973 - December 31, 1973)

1.	Central Training Coordinator	630/m x 9	5,670
2.	Regional Supervisor	350/m x 9	3,159
3.	Regional Planner Specialist	550/m x 9	4,950
4.	Municipal Finance Specialist	640/m x 9	5,760
5.	6 Promoters-Instructors	300/m x 9	16,200
6.	Temporary Researchers in Municipal Development		1,661
7.	Vehicle fuel, and maintenance		3,600
8.	Official in-country per diem, INAD Staff		3,000
9.	Training course expenses		4,000
10.	Training materials and office supplies		1,000
		TOTAL	<u>49,000</u>

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PRO AG

PROJECT AGREEMENT
 BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
 AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
 THE MINISTRY OF ECONOMY
 AN AGENCY OF THE GOVERNMENT OF GUATEMALA

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as stated below:

1. PROJECT/ACTIVITY NO. 520-11-790-176.2 PAGE 1 OF 4 PAGES

2. AGREEMENT NO. 74-13 3. OSI ORIGINAL OR REVISION NO.

PROJECT DESCRIPTION ANNEX A FOREIGN CURRENCY STANDARD PROVISIONS ANNEX
 STANDARD PROVISIONS ANNEX SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE
 ADMINISTRACION PUBLICA - Desarrollo Municipal (INAD)
 PUBLIC ADMINISTRATION - Municipal Development (INAD)

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

5. PROJECT DESCRIPTION AND EXPLANATION
 (See Annex II attached)

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE Sept. 1, 1954

6. AID APPROPRIATION SYMBOL 72-1141010 7. AID ALLOTMENT SYMBOL 495-50-520-00-69-41

ECONOMIC COOPERATION AGREEMENT DATE

Other? DATE

	PROVISIONS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL (A+B+C) (D)
(a) Total		27,000		27,000
(b) Contract Services				
(c) Commodities				
(d) Other Costs		27,000		27,000
8. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT				
(a) Total		36,000		36,000
(b) Technical and other Services				
(c) Commodities				
(d) Other Costs		36,000		36,000

10. SPECIAL PROVISIONS (See Additional Conditions Sheet, if it covers)

11. DATE OF ORIGINAL AGREEMENT 12. DATE OF THIS REVISION March 18, 1974 13. ESTIMATED FINAL CONTRIBUTION DATE December 31, 1974

14. FOR THE COOPERATING GOVERNMENT OR AGENCY
 See last page.
 SIGNATURE: _____ DATE: _____
 TITLE: _____

15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT
 Véase última página.
 SIGNATURE: _____ DATE: _____
 TITLE: _____

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**PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMY
AN AGENCY OF THE GOVERNMENT OF
GUATEMALA**

1. Project/Activity No. 520-11-790-176.2	PAGE <u>2</u> OF <u>4</u> PAGES
2. Agreement No. 74-13	3. <input checked="" type="checkbox"/> Original or Revision No. _____
3. Project/Activity Title ADMINISTRACION PUBLICA - Desarrollo Municipal (INAD) PUBLIC ADMINISTRATION - Municipal Development (INAD)	

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía y el Instituto Nacional de Administración para el Desarrollo (INAD), y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante denominada como AID), celebran este Convenio con el objeto de establecer los objetivos, curso de acción y responsabilidades de las partes, en apoyo de los estudios de desarrollo municipal.

La ayuda de AID para este proyecto tiene como propósito responder a la política del Gobierno de Guatemala de reforzar la capacidad administrativa y técnica de los gobiernos municipales del área rural, permitiéndoles así ofrecer mejores servicios públicos a la población rural.

II. OBJETIVOS

El objetivo de este proyecto es mejorar los sistemas administrativos y financieros de los gobiernos municipales del área rural.

III. PLAN DE ACCION

A más tardar, el 30 de junio de 1974, INAD preparará:

1. Un estudio y análisis de los sistemas de ingreso municipal y recaudación de impuestos

I. INTRODUCTION

The Government of Guatemala, represented by the Ministry of Economy and the National Institute for Development Administration (INAD), and the Government of the United States of America, represented by the Agency for International Development (hereinafter referred to as AID), enter into this Agreement in order to establish the objectives, course of action, and responsibilities of the parties in the support of municipal development studies.

The AID support for this project responds to the policy of the Guatemalan Government to strengthen the administrative and technical capabilities of rural municipal governments in order to provide improved public services to the rural population.

II. OBJECTIVES

The objective of this project is to improve the administrative and financial systems of rural municipal governments.

III. PLAN OF ACTION

By June 30, 1974, INAD will prepare:

1. A study and analysis of municipal revenues and tax collections systems in third and

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

AID 1850-1A (3-701) PRO AG CONTINUATION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMY AN AGENCY OF THE GOVERNMENT OF GUATEMALA	1. Project/Activity No. 520-11-790-176.2	PAGE <u>3</u> OF <u>4</u> PAGES
		2. Agreement No. 74- 13	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title ADMINISTRACION PUBLICA - Desarrollo Municipal (INAD) PUBLIC ADMINISTRATION - Municipal Development (INAD)	

en las municipalidades de fourth class municipalities.
 tercera y cuarta categoría.

- | | |
|---|---|
| 2. Manuales administrativos para el mejor funcionamiento de mercados, rastros y sistemas de agua.

3. Manuales para adiestramiento administrativo para secretarios y tesoreros. | 2. Administrative manuals for municipal management of markets, slaughterhouses, and water systems.

3. Training manuals for municipal secretaries and treasurers. |
|---|---|

IV. RESPONSABILIDADES DE LAS PARTES

IV. RESPONSIBILITIES OF THE PARTIES

A. AID conviene en proporcionar lo siguiente:

A. AID hereby agrees to provide the following:

Otros Gastos:

Other Costs:

- | | |
|--|---|
| 1. \$15,000 para el estudio y análisis de los ingresos municipales de las municipalidades de tercera y cuarta categoría.

2. \$7,000 para manuales administrativos según se describe en el Artículo III A. 2.

3. \$5,000 para la preparación de manuales de adiestramiento según se describe en el Artículo III A. 3. | 1. \$15,000 for the study and analysis of municipal revenues in third and fourth class municipalities.

2. \$7,000 for municipal management manuals as described in Article III A. 2.

3. \$5,000 for preparation of training manuals as described in Article III A. 3. |
|--|---|

B. INAD conviene en proporcionar lo siguiente:

B. INAD hereby agrees to provide the following:

- | | |
|--|--|
| 1. Director del Programa 12,000
2. Alquiler de Oficina 5,000
3. Materiales y Equipo 7,000
4. Asistencia Secretarial y administrativa 12,000 | 1. Program Director 12,000
2. Office space rental 5,000
3. Materials & Supplies 7,000
4. Administrative & secretarial assistance 12,000 |
|--|--|

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

PRO AG
CONTINUATION
SHEET

ANNEX A

PROJECT AGREEMENT

BETWEEN AID AND

THE MINISTRY OF ECONOMY

AN AGENCY OF THE GOVERNMENT OF

GUATEMALA

1. Project/Activity No.
520-11-790-176.2

PAGE 4 OF 4 PAGES

2. Agreement No.
74- 13

3. Original or
Revision No.

3. Project/Activity Title
ADMINISTRACION PUBLICA - Desarrollo
Municipal (INAD)
PUBLIC ADMINISTRATION - Municipal
Development (INAD)

Total ... \$36,000

Total ... \$36,000

V. DISPOSICIONES FINANCIERAS Y ADMINISTRATIVAS

1. El pago de AID será hecho, a la presentación y aceptación, por AID, de 6 copias de cada uno de los estudios y manuales mencionados en el Artículo III de este Convenio. El comprobante (voucher) de reembolso, Forma 1034 de la AID en original y 2 copias deberá presentarse acompañado de los documentos referidos.

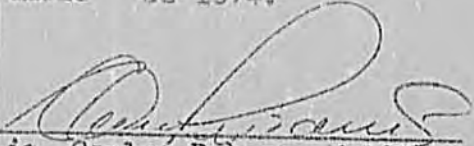
2. Todos los reclamos de reembolso serán administrativamente aprobados por el Director, Oficina de Desarrollo Rural, USAID o su representante, antes de ser presentado al Contralor de AID para su reembolso.

3. Un comprobante (voucher) de reembolso final deberá ser presentado a más tardar, el 31 de julio de 1974.

VI. DISPOSICIONES GENERALES

Las Disposiciones Generales (Anexo B) forman parte de este Convenio.

Firmado en la Ciudad de Guatemala en los idiomas español e inglés a los 18 del mes de marzo de 1974.


Lic. Carlos Roberto Merina M.
Ministro de Economía

V. FINANCIAL AND ADMINISTRATIVE PROVISIONS

1. Payment shall be made by AID upon presentation and acceptance by AID of 6 copies of each of the study and manuals listed in Article III of this Agreement. AID voucher Standard Form 1034 in original and 2 copies shall be submitted together with the referred documents.

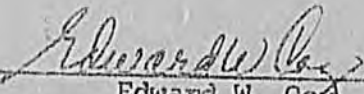
2. All claims for reimbursement will be administratively approved by the Director, Office of Rural Development, USAID, or his designee, prior to submission to the USAID Controller for reimbursement.

3. Final voucher for reimbursement must be submitted not later than July 31, 1974.

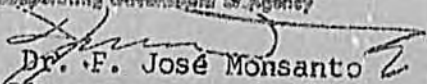
VI. GENERAL PROVISIONS

The Standard Provisions (Annex B) are hereby made a part of this Agreement.

Signed in the Spanish and English languages this 18th day of March 1974.


Edward W. Cox
Director, USAID/Guatemala

For the Cooperating Government or Agency

SIGNATURE: 
DATE: _____
TITLE: Director

For the Agency for International Development

SIGNATURE: _____
DATE: _____
TITLE: _____

Instituto Nacional de Administración
para el Desarrollo (INAD)

AID 1330-1
(9-64)

PRO AG

PROJECT AGREEMENT
 BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
 AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
 THE MINISTRY OF ECONOMY AND INFOM

- IN AGENCY OF THE GOVERNMENT OF GUATEMALA
 Agencies

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO. 520-11-790-176.2	PAGE 1 OF 2 PAGES
2. AGREEMENT NO. 74-15	3. <input checked="" type="checkbox"/> ORIGINAL OR REVISION NO. _____

<input checked="" type="checkbox"/> PROJECT DESCRIPTION ANNEX A	<input type="checkbox"/> FOREIGN CURRENCY STANDARD PROVISIONS ANNEX
<input checked="" type="checkbox"/> STANDARD PROVISIONS ANNEX	<input type="checkbox"/> SPECIAL LOAN PROVISIONS ANNEX

4. PROJECT/ACTIVITY TITLE
 Public Administration (Municipal)
 Instituto de Fomento Municipal

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

<input checked="" type="checkbox"/> GENERAL AGREEMENT FOR TECHNICAL COOPERATION	DATE 9/1/54
<input type="checkbox"/> ECONOMIC COOPERATION AGREEMENT	DATE
<input type="checkbox"/> (other)	DATE

5. PROJECT DESCRIPTION AND EXPLANATION (See Annex A, attached)	
6. AID APPROPRIATION SYMBOL 72-11X1025	7. AID ALLOTMENT SYMBOL 425-50-520-00-69-41

B. AID FINANCING	PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
<input checked="" type="checkbox"/> DOLLARS <input type="checkbox"/> LOCAL CURRENCY				
(a) Total		36,293		36,293
(b) Contract Services		36,293		36,293
(c) Commodities				
(d) Other Costs				
F. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT				
\$1.00 = Q1.00				
(a) Total		14,940		14,940
(b) Technical and other Services				
(c) Commodities				
(d) Other Costs		14,940		14,940

10. SPECIAL PROVISIONS (Use Additional Construction Sheets, if necessary)

11. DATE OF ORIGINAL AGREEMENT June 13, 1974	12. DATE OF THIS REVISION	13. ESTIMATED FINAL CONTRIBUTION DATE December 31, 1975
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14. FOR THE COOPERATING GOVERNMENT OR AGENCY Ver última página SIGNATURE: _____ DATE: _____ TITLE: _____	15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT See last page SIGNATURE: _____ DATE: _____ TITLE: _____
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AID 1818-1A 10-701 PRO AG CONTINUATION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND	1. Project/Activity No. 520-11-790-176.2	PAGE 2 OF 5 PAGES
	The Ministry of Economy and INFOM AN AGENCY OF THE GOVERNMENT OF Guatemala	2. Agreement No. 74-15	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Public Administration (Municipal) Instituto de Fomento Municipal	

I. INTRODUCCION

El Gobierno de Guatemala, representado por el Ministerio de Economía y el Instituto de Fomento Municipal (INFOM), y el Gobierno de los Estados Unidos de América, representado por la Agencia para el Desarrollo Internacional (en adelante designada como AID), celebran este Convenio para incrementar y mejorar el programa de desarrollo municipal del INFOM.

II. OBJECTIVO

El objetivo de este Convenio es prestar ayuda al INFOM para analizar su organización administrativa y servicios a las municipalidades rurales.

III. PLAN DE ACCION

A. El INFOM y el Contratista llevarán a cabo las siguientes actividades durante el período que cubre este Convenio:

1. Reorganización Interna

Examinar en las áreas siguientes los sistemas y procedimientos actualmente utilizados por el INFOM y proponer conjuntamente los cambios necesarios:

- a. Programación
- b. Presupuestación y contabilidad
- c. Programas de financiamiento
- d. Auditoría
- e. Operaciones de crédito y contratación de préstamos

I. INTRODUCCION

The Government of Guatemala represented by the Ministry of Economy and the Instituto de Fomento Municipal (INFOM), and the Government of the United States of America, represented by the Agency for International Development (hereinafter referred to as AID), enter into this Agreement in order to expand and improve the municipal development program of INFOM.

II. OBJECTIVE

The objective of this Agreement is to assist INFOM in analyzing its administrative organization and services to rural municipalities.

III. PLAN OF ACTION

A. INFOM and the Contractor will carry out the following activities during the period of this agreement:

1. Internal Reorganization

Examine within the following areas the systems and procedures presently utilized by INFOM and jointly propose and implement the necessary revisions:

- a. Programming
- b. Budgeting and accounting
- c. Financing programs
- d. Auditing
- e. Credit operations and contracting of foreign loans.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

TITLE: _____

AID 1550-1A (D-75) PRO AG CONTINUATION SHEET ANNEX A	PROJECT AGREEMENT BETWEEN AID AND The Ministry of Economy and INFOM AN AGENCY OF THE GOVERNMENT OF Agencies Guatemala	1. Project/Activity No. 520-11-790-176.2	PAGE <u>3</u> OF <u>5</u> PAGES
		2. Agreement No. 74-15	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Public Administration (Municipal) Instituto de Fomento Municipal	

<p>del exterior.</p> <p>f. Otras áreas de administración financiera asignadas por el INFOM.</p> <p>2. <u>Asistencia Técnica a las Municipalidades:</u></p> <p>Desarrollar y poner en ejecución un programa piloto de asistencia técnica para un grupo selecto de municipalidades en los campos siguientes:</p> <ul style="list-style-type: none"> a. Contabilidad municipal b. Tesorería municipal c. Presupuestación de programas a nivel municipal d. Programación financiera a nivel municipal. e. Patrimonio f. Emisión de valores como letras de tesorería, bonos, etc. g. Administración de impuestos municipales. <p>3. <u>Evaluación y Control</u></p> <p>Incorporar al sistema administrativo los mecanismos desarrollados que ayudarán en la evaluación de la efectividad de los procedimientos establecidos.</p> <p>B. La AID financiará los servicios de una firma consultora calificada que proporcione asesoría en las áreas de administración general y municipal, desarrollo organizacional y sistemas de asistencia técnica a las municipalidades.</p>	<p>f. Other areas of financial or administrative management assigned by INFOM.</p> <p>2. <u>Technical Assistance to the Municipalities:</u></p> <p>Develop and implement a technical assistance pilot program for a selected group of municipalities in the following fields:</p> <ul style="list-style-type: none"> a. Municipal accounting b. Municipal treasury c. Program budgeting at the municipal level d. Financial programming at the municipal level e. Patrimony f. Issuance of treasury documents, bonds, etc. g. Municipal tax administration. <p>3. <u>Evaluation and Control</u></p> <p>Incorporate into the management systems developed, mechanisms which will facilitate the evaluation of the effectiveness of the procedures adopted.</p> <p>B. AID will finance the services of a qualified consulting firm which will provide assistance in the areas of general and municipal administration, organizational development and technical assistance systems for municipalities.</p>
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For the Contributing Government or Agency	For the Agency for International Development
SIGNATURE: _____ DATE: _____ TITLE: _____	SIGNATURE: _____ DATE: _____ TITLE: _____

AID 100-1A
2-701
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CONTRIBUTION
SHEET
ANNEX A

**PROJECT AGREEMENT
BETWEEN AID AND**
**The Ministry of Economy and
INFOM
MANAGING OF THE GOVERNMENT OF
Agencies Guatemala**

1. Project/Activity No.
520-11-790-176.2
2. Agreement No.
74-15
3. Project/Activity Title
**Public Administration (Municipal)
Instituto de Fomento Municipal**

PAGE 4 OF 5 PAGES
3. Original or
Revision No. _____

IV. RESPONSABILIDADES DE LAS PARTES

A. El Gobierno de los Estados Unidos de América, a través de la Agencia para el Desarrollo Internacional, por este medio conviene en proporcionar:

1. Servicios de Consultoría
Hasta \$36,293 para cubrir el costo de los servicios de un especialista en administración financiera por un período de 12 meses relacionada con los servicios que presta el INFOM, del 1 de junio de 1974 al 31 de mayo de 1975.

B. El INFOM conviene en proporcionar la siguiente contribución como contrapartida a la donación de AID:

- | | |
|--------------------------------------|-----------------|
| 1. Transporte en el país | \$1,200 |
| 2. Espacio de oficina | 1,200 |
| 3. Una secretaria de tiempo completo | 2,400 |
| 4. Un técnico contraparte | 10,140 |
| Total | \$14,940 |

C. El INFOM también conviene en presentar a la AID para su aprobación previa el contrato de asistencia técnica que se financiara de conformidad con este Convenio.

V. DISPOSICIONES FINANCIERAS

A. Los fondos provistos en este Convenio para los servicios de asistencia técnica, serán pagados directamente al Contratista al presentar al Contralor de AID el

IV. RESPONSIBILITIES OF THE PARTIES

A. The Government of the United States of America, through the Agency for International Development, hereby agrees to provide:

1. Consulting Services
Up to \$36,293 to cover the costs of 12 months of a specialist in financial administration related to INFOM's services to municipalities, from June 1, 1974 to May 31, 1975.

B. INFOM agrees to provide the following counterpart contribution to the AID grant:

- | | |
|-------------------------------|-----------------|
| 1. In-country transportation | \$1,200 |
| 2. Office space | 1,200 |
| 3. A full-time secretary | 2,400 |
| 4. One counterpart technician | 10,140 |
| Total | \$14,940 |

C. INFOM also agrees to submit to AID for its prior approval the technical assistance contract to be financed under this Agreement.

V. FINANCIAL PROVISIONS

A. The funds provided under this Agreement for technical assistance services will be paid directly to the Contractor upon presentation to the AID

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

PROJECT AGREEMENT
BETWEEN AID AND

1. Project/Activity No.
520-11-790-176.2

PRO-AG
CONTINUATION
PAGE

The Ministry of Economy and

2. Agreement No.
74-15

3. Original or
Revised No.

ANNEX A

INFOM
AGENCIES OF THE GOVERNMENT OF
Guatemala

3. Project/Activity Title
Public Administration (Municipal)
Instituto de Fomento Municipal

comprobante 1034 debidamente apro-
bado por el Gerente del INFOM, en
original y dos copias, y cualquier
documentación adicional que el
Controlador de AID considere apro-
piada. Los reembolsos se efectua-
rán mensualmente.

Controller of Standard Form
1034 Voucher duly approved by
the Manager of INFOM, in ori-
ginal and two copies and
such supporting documentation
as the AID Controller considers
appropriate. Reimbursements
will be made monthly.

VI. DISPOSICIONES GENERALES

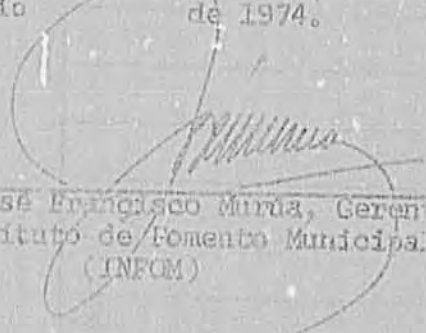
A. Las Disposiciones Generales
(Anexo B) adjunto, forman parte
integral de este Convenio.

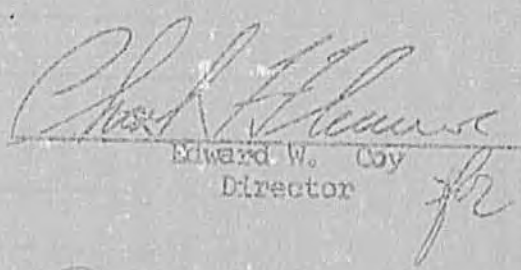
VI. GENERAL PROVISIONS

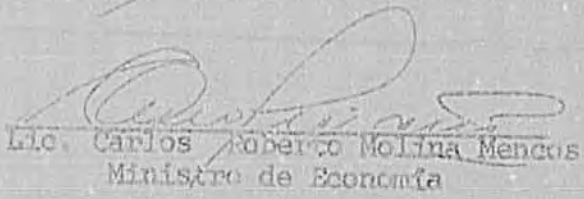
A. The Standard Provisions
(Annex B) attached, are hereby
made part of this Agreement.

Firmado en los idiomas español
e inglés a los 13 días del mes
de junio de 1974.

Signed in English and Spanish
this 13th day of June 1974.


Ing. José Francisco Murria, Gerente
Instituto de Fomento Municipal
(INFOM)


Edward W. Coy
Director


Lic. Carlos Roberto Molina Mencos
Ministro de Economía

For the Cooperating Government or Agency

For the Agency for International Development

DATE: _____
TITLE: _____

DATE: _____
TITLE: _____